

Council Work Session - 6:15 p.m. HRA Meeting - 6:55 p.m.

# CITY COUNCIL AGENDA

Tuesday, April 1, 2014 7:00 p.m. Coon Rapids City Center Council Chambers

# **Open Mic/Public Comment**

Call to Order

**Pledge of Allegiance** 

**Roll Call** 

**Adopt Agenda** 

# **Proclamations/Presentations**

1. Oaths of Office for Officers Jaime Jackson and Ariel Huddleson

# **Approval of Minutes of Previous Meeting(s):**

March 18, 2014, Regular Meeting March 25, 2014, Work Session

# **Consent Agenda**

- 2. Cons. Resolution 14-51 Removing Assessment for City Project No. 13-8 Street Reconstruction for PIN# 16-31-24-41-0074
- 3. Accept Easement for Drainage and Utility Purposes from B&B Storage, LLC, 11230 University Avenue
- 4. Approve Therapeutic Massage Enterprise License, Tracy Kuss, Posh22 Salon & Spa, 13060 Riverdale Drive

# **Reports on Previous Open Mic**

5. Open Mic Report - Scott Nellis, 10320 Grouse Street NW, re: Non-Domestic Animal Ordinance

# **Public Hearing**

- 6. Street Reconstruction, Project 14-1:
  - a. Continue Public Hearing and Assessment Hearing
  - b. Cons. Resolution Ordering Project
  - c. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

- 7. Round Lake Boulevard Reconstruction, Project 14-2:
  - a. Continue Public Hearing and Assessment Hearing
  - b. Cons. Resolution Ordering Improvement
  - c. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
- 8. Residential Street Reconstruction, Project 14-3:
  - a. Public Hearing and Assessment Hearing
  - b. Cons. Resolution Ordering Improvement
  - c. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
- 9. Residential Street Reconstruction, Project 14-4:
  - a. Public Hearing and Assessment Hearing
  - b. Cons. Resolution Ordering Improvement
  - c. Cons. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

# **Bid Openings and Contract Awards**

- 10. 2014 Street Maintenance Program, Project 14-5:
  - a. Cons. Resolution Awarding Contract for Bituminous Sealcoating
  - b. Cons. Resolution Awarding Contract for Pavement Markings
  - c. Cons. Resolution Awarding Contract for Seasonal Street Sweeping
  - d. Cons. Resolution Awarding Contract for Crack Sealing
- 11. Award Contract for Street Light Repairs and General Electrical Repairs, Project 14-18

# **Old Business**

12. Cons. Adoption of an Ordinance Amending Title 11, Junk Vehicles, Number of Trailers Allowed and Minimum Number of Stacking Spaces, PC 13-27

# **New Business**

- 13. Cons. Resolution Declaring Adequacy of Petition and Ordering Preparation of Feasibility Report for Petitioned Improvement, Crescent Ponds 8th Addition, Project 14-23
- 14. Approve Site Plan and Conditional Use Permit for Parking Lot at Mercy Hospital, 3848-3960 Coon Rapids Boulevard, PC 14-05
- 15. Approve Preliminary and Final Plat, Mercy Hospital Addition, Coon Rapids Boulevard and Yucca Street, PC 14-06
- 16. Approve Site Plan for Design Flexibility for Overall Sign Package, Mercy Hospital, 4050 Coon Rapids Boulevard, PC 14-07
- 17. Cons. Resolution Adopting Assessments for Reconstruction, Intersection of Crooked Lake Boulevard and Northdale Boulevard, Project 12-29
- 18. Cons. Resolution 14-53 Updating the City's Administrative Order Relating to Public Purpose Expenditures

- 19. Cons. Resolution 14-52 Providing Reappropriation of 2014 General Fund Contingency
- 20. Cons. Resolution 14-44 Reallocating 2013 General Fund Budget and Amending 2013 and 2014 Budgets
- 21. Cons. Resolution 14-45 Authorizing the Transfer of Funds

# **Other Business**

# <u>Adjourn</u>



**City Council Regular** 

**Meeting Date:** 04/01/2014

**SUBJECT:** Minute Approval

# **Attachments**

3-18-14 Regular Meeting

3-25-14 Council Work Session

#### UNAPPROVED

# COON RAPIDS CITY COUNCIL MEETING MINUTES OF MARCH 18, 2014

# OPEN MIC/PUBLIC COMMENT

Scott Nellis, 10320 Grouse Street NW, said the previous Open Mic response did not address his questions and asked specifically what makes snakes of the Boidae family different and prohibited under the current non-domestic animal ordinance when prior to September 2010 they were not prohibited.

# CALL TO ORDER

The second regular meeting of the Coon Rapids City Council for the month of March was called to order by Mayor Tim Howe at 7:08 p.m. on Tuesday, March 18, 2014, in the Council Chambers.

# PLEDGE OF ALLEGIANCE TO THE FLAG

Mayor Howe led the Council in the Pledge of Allegiance.

### ROLL CALL

Members Present: Mayor Tim Howe, Councilmembers Ron Manning, Paul Johnson, Jerry

Koch, and Steve Wells

Members Absent: Councilmembers Denise Klint and Bruce Sanders

# ADOPT AGENDA

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT THE AGENDA AS AMENDED ADDING ITEM 5A TO THE CONSENT AGENDA. THE MOTION PASSED UNANIMOUSLY.

# PROCLAMATIONS/PRESENTATIONS

# 1. CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING

Mayor Howe read a proclamation recognizing the Finance Department, Sharon Legg and Francine Hanson for their comprehensive financial reporting in 2012. The Certificate of Achievement was awarded by the MnGFOA. A round of applause was offered by all in attendance.

### **UNAPPROVED**

# APPROVAL OF MINUTES OF PREVIOUS MEETINGS

### MARCH 4, 2014, COUNCIL MEETING

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER WELLS, FOR APPROVAL OF THE MINUTES OF THE MARCH 4, 2014, COUNCIL MEETING. THE MOTION PASSED 4-0, COUNCILMEMBER MANNING ABSTAINED.

### CONSENT AGENDA/INFORMATIONAL BUSINESS

- 2. RECEIVE GAMBLING REPORT AND AUTHORIZE PAYMENT TO COMMUNITY STRENGTH FOUNDATION
- 3. CONSIDER RESOLUTION 14-48 DECLARING A VACANCY AND APPOINTING A MEMBER FO THE PLANNING COMMISSION
- 4. CONSIDER RESOLUTION 14-47 REQUESTING ADVANCE OF STATE AID FUNDING FOR THE 2014 STREET RECONSTRUCTION PROGRAM
- 5. CONSIDER RESOLUTION 14-49 ACCEPTING GRANT MONIES FROM THE COON CREEK WATERSHED DISTRICT FOR WATER EDUCATION TOOLS FOR USE AT THE GREEN EXPO
- 5A. CONSIDER RESOLUTION 14-50 APPROVING AN AMENDMENT TO THE JOINT POWERS AGREEMENT FOR THE LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION (LRRWMO) REMOVING THE CITY OF COON RAPIDS AS A MEMBER

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, FOR APPROVAL OF THE CONSENT AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

### REPORTS ON PREVIOUS OPEN MIC

6. OPEN MIC REPORT – SCOTT NELLIS – 10320 GROUSE STREET NW – RE: NON-DOMESTIC ANIMAL ORDINANCE

Mayor Howe discussed Mr. Nellis' comments made during Open Mic at the March 4, 2014 Council meeting.

# PUBLIC HEARING

- 7. 2014 STREET RECONSTRUCTION, PROJECT 14-1:
  - A. PUBLIC HEARING AND ASSESSMENT HEARING
  - B. CONSIDER RESOLUTION ORDERING PROJECT

C. CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

The staff report was shared with Council.

Mayor Howe asked if the Council should keep the public hearing and assessment hearing open. City Attorney Brodie recommended that the hearing be continued to the April 1, 2014 City Council meeting.

Mayor Howe opened the public hearing and assessment hearing at 7:17 p.m.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER WELLS, TO CONTINUE THE PUBLIC/ASSESSMENT HEARING AND CONSIDERATION OF RESOLUTION FOR PROJECT 14-1 TO THE APRIL 1, 2014 CITY COUNCIL MEETING AT 7:00 P.M. THE MOTION PASSED UNANIMOUSLY.

- 8. ROUND LAKE BOULEVARD RECONSTRUCTION, PROJECT 14-2:
  - A. PUBLIC HEARING AND ASSESSMENT HEARING
  - B. CONSIDER RESOLUTION ORDERING IMPROVEMENT
  - C. CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

The staff report was shared with Council. It was noted the City had received a petition with 77 signatures requesting that a signal be placed at Wedgewood. Staff explained the City could not quite meet the warrants at this intersection and proposed to enhance the turn lanes at this intersection, while preparing it for a signal in the future. The underground improvements could be installed but would be 100% the responsibility of the City.

Councilmember Koch asked how many warrants had to be met in order for this intersection to qualify for a signal. Public Works Director Himmer explained the volume at this intersection during peak hours was just not high enough at this time.

Mayor Howe questioned the expense of the proposed underground improvements. Public Works Director Himmer estimated this would add \$15,000 to the project.

Councilmember Wells believed that the Wedgewood intersection was dangerous. He recommended the City continue to push the State on this issue, as there was a need for a traffic signal with or without the warrants.

Councilmember Koch agreed.

Councilmember Manning inquired if all warrants were met if the State would cover the expense of the signal at Wedgewood. Public Works Director Himmer stated this was the case.

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Mayor Howe opened the public hearing and assessment hearing at 7:35 p.m.

Linda Haustein, 3605 122<sup>nd</sup> Circle, explained she was the president of the Tuscany II Villa at the corner of Wedgewood and Round Lake Boulevard. She expressed great concern regarding the vehicle and pedestrian traffic at this intersection. She recommended a stop light or stop sign be placed at Wedgewood and Round Lake Boulevard. She reported that traffic in this area would continue to rise and safety of the residents and pedestrians in this area of Coon Rapids needs to be considered.

Alan Williams, 10744 Yellow Pine Street, suggested a roundabout be considered at the intersection of Wedgewood and Round Lake Boulevard, as this would slow traffic. In addition, this would be a more cost effective way to manage the traffic concerns at this intersection. Public Works Director Himmer reported the amount of right-of-way that would be needed would make a roundabout not feasible at this intersection.

Arnie Entzel, 3628 122<sup>nd</sup> Circle, explained he uses the intersection at Wedgewood and Round Lake Boulevard quite often. He had concerns with the traffic trying to make left hand turns. He recommended the Council reconsider the improvements at this intersection.

Mayor Howe asked when the City would be reviewing the MSA warrant standards again. Public Works Director Himmer anticipated that staff would be completing traffic counts on Round Lake Boulevard again this fall, or next spring after the road construction work was completed.

Donna Nester, 3600 122<sup>nd</sup> Circle, expressed concern with having a thru-lane on Round Lake Boulevard, as this could be dangerous for pedestrians. She discussed how difficult it was to stop traffic in this area for pedestrians.

Councilmember Wells said he believed this was a unique intersection and requested staff investigate if funding was available to cover the expense of traffic signal at this intersection. Public Works Director Himmer indicated he would speak with the Finance Department and have a report for the Council on April 1<sup>st</sup>.

Mayor Howe said he believed it would be prudent for the City to use MSA funds to cover the expense of the intersection, given the fact it was so close to meeting State warrants.

Mr. Entzel asked if the City could receive an MSA reimbursement in the future if the work was completed in 2014. Public Works Director Himmer stated this was not the case.

Councilmember Johnson suggested the trail crossing also be investigated by staff to improve pedestrian safety in this area.

Jim Mattson, 3812 122<sup>nd</sup> Avenue, questioned how a future traffic signal would be laid out at the intersection of Wedgewood and Round Lake Boulevard. Public Works Director Himmer stated the right of way was fairly tight at this intersection and smaller easements may be required. He reported

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the trails and sidewalks would remain in place.

MOTION BY COUNCILMEMBER MANNING, SECONDED BY COUNCILMEMBER JOHNSON, TO CONTINUE THE PUBLIC/ASSESSMENT HEARING AND CONSIDERATION OF RESOLUTION FOR PROJECT 14-2 TO THE APRIL 1, 2014 CITY COUNCIL MEETING AT 7:00 P.M. THE MOTION PASSED UNANIMOUSLY.

BID OPENINGS AND CONTRACT AWARDS	
None.	
OLD BUSINESS	
None.	
NEW BUSINESS	

9. CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS, 2014 SANITARY SEWER LINING, PROJECT 14-11

The staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER KOCH, TO ADOPT RESOLUTION NO. 14-11(8) APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS. THE MOTION PASSED UNANIMOUSLY.

10. CONSIDER RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS, SANITARY SEWER LIFT STATION NO. 9, PROJECT 14-12

The staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER MANNING, TO ADOPT RESOLUTION NO. 14-12(8) APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS. THE MOTION PASSED UNANIMOUSLY.

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- 11. 2014 DNR LOCAL TRAIL CONNECTIONS GRANT APPLICATION FOR SAND CREEK TRAIL:
  - A. CONSIDER RESOLUTION NO. 14-46 SUPPORTING DNR TRAIL GRANT APPLICATION
  - B. AUTHORIZE APPROPRIATE STAFF TO EXECUTE ALL RELATED DOCUMENTS RELATED TO GRANT APPLICATION

The staff report was shared with Council.

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER WELLS, TO ADOPT RESOLUTION NO. 14-46 SUPPORTING THE DNR TRAIL GRANT APPLICATION FOR THE SAND CREEK TRAIL; AND AUTHORIZE THE APPROPRIATE STAFF PERSON TO EXECUTE ALL RELATED DOCUMENTS RELATED TO THIS GRANT APPLICATION. THE MOTION PASSED UNANIMOUSLY.

12. AUTHORIZE THE PURCHASE OF SIX REPLACEMENT VEHICLES FOR PUBLIC WORKS

The staff report was shared with Council.

MOTION BY COUNCILMEMBER JOHNSON, SECONDED BY COUNCILMEMBER WELLS, TO AUTHORIZE THE PURCHASE OF SIX PUBLIC WORKS VEHICLES FROM NELSON AUTO CENTER AND THANE HAWKINS POLAR CHEVROLET FOR A TOTAL OF \$151,427.71. THE MOTION PASSED UNANIMOUSLY.

# OTHER BUSINESS

Gary Spiering, 13115 Gary Street, explained that he represented the Crooked Lake Area Association, which maintained and monitored the health of Crooked Lake. He explained this was a 503C organization and discussed the treatments that have taken place on Crooked Lake to reduce Eurasian Milfoil. He presented the Council with a copy of their most recent newsletter and thanked the Council for their continued support.

Councilmember Manning indicated the sign from the former Foley Foods was leaning and in disrepair. He requested staff investigate this further.

Councilmember Koch asked when residents could expect patching to begin on potholes. Public Works Director Himmer stated this work was being bid and should begin in early May.

Councilmember Koch said he understood the City's website would be revamped and asked when this work would begin. Assistant City Manager Stemwedel indicated this work was included in the 2014

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budget and RFPs have been sent to interested firms. Staff was working to create a list of finalists for the Council to review in the coming months. He said he believed it would take approximately nine to 12 months to complete the website after a firm was selected.

Mayor Howe discussed several positive comments he had received regarding the Coon Rapids Ice Center. He noted on April 25-27, 2014 the Coon Rapids Ice Center would be hosting the Fantastic Ice Show. He encouraged residents to take part in this wonderful event.

# **ADJOURN**

MOTION BY COUNCILMEMBER KOCH, SECONDED BY COUNCILMEMBER WELLS, TO ADJOURN THE MEETING AT 8:21 P.M. THE MOTION PASSED UNANIMOUSLY.

Approval Attestation: Cathy Sorensen, City Clerk

#### **UNAPPROVED**

# COON RAPIDS CITY COUNCIL WORK SESSION OF MARCH 25, 2014

A work session of the Coon Rapids City Council was called to order by Mayor Tim Howe on Tuesday, March 25, 2014, at 6:30 p.m. in Conference Room 1 at Coon Rapids City Hall.

Members Present: Mayor Tim Howe, Councilmembers Ron Manning, Paul Johnson, Jerry

Koch, Bruce Sanders, and Steve Wells

Members Absent: Councilmember Denise Klint

Staff Present: City Manager Steve Gatlin, Public Works Director Tim Himmer,

Recreation Coordinator Ryan Gunderson, Fire Chief John Piper, Fire

Inspection Shannon Moen, Parks Supervisor Gregg Engle

Others: Parks Commission Members Gen Sand, Neal Livermore, Tim Arntson,

John Angell, Coon Rapids Lions Member John Leggate, Coon Rapids

Athletic Association Representative Ted Schmolke

# 1. CALL TO ORDER

Mayor Howe called the work session to order at 6:30 p.m.

### 2. DISCUSSION ON PARK AND RECREATION ITEMS

Public Works Director Tim Himmer stated staff has been working on many items related to parks and recreation. Some of the various projects include referendum park designs, trail design and grant opportunities, and the teen center. Staff provided an update to Council and discussion was held on aspects of each.

# Referendum Update

- Trail grants and general information discussed priorities and grant status
- Riverview Park schedule fall 2014 demolition, 2015 construction
- Recreational programming Council directed staff to prepare marketing materials for current programs and work with potential partners

# Sand Creek

- Review concept prior to bringing to the public/neighborhood Council had detailed discussion and made minor adjustments to plan
- 4th of July Celebration consensus was to keep the event at Sand Creek then move the event permanently in 2015
  - o impacts & timing for Boulevard Park implementation minor improvements in 2015 including grading, seeding, electric/water to accommodate 4<sup>th</sup> of July celebration in 2015; consider future expansion/development as well in 2016

# **UNAPPROVED**

# Park Naming Rights and/or Advertisements

Council held discussion and was in favor of the overall concept. They directed staff to research other cities and create policies for further review.

<u>Teen Center</u> – Discussion with City Council included:

- Community Education desire to discontinue involvement beyond 2014
- Cost of needed building improvements vs. new construction with future park improvement project
- Council consensus was to continue current programming in 2015 with City funding only and make life/safety building improvements in 2015. In 2016 consider overall park plan

# Library/Community Center

Staff reviewed past planning of proposed library/community center; Council direction was to continue discussions.

# 4. OTHER BUSINESS

Discussion was held regarding the recent proactive prostitution enforcement operation.

# 5. ADJOURN

Mayor Howe adjourned the work session at 9:45 p.m.

Approval Attestation: Cathy Sorensen, City Clerk



City Council Regular 1.

**Meeting Date:** 04/01/2014

**Subject:** Oath of Office for New Police Officers

From: Brad Wise, Police Chief

# **INTRODUCTION**

Mayor Howe will be administering the Oaths of Office to Jaime Jackson and Ariel Huddleson, new Police Officers for the City of Coon Rapids.

# **DISCUSSION**

Chief Brad Wise will introduce Officers Jackson and Huddleson to the Council and the community. Both officers were hired November 2013 and are now graduating from their Field Training Program. Both will have people significant to them pin their newly earned permanent police badges, numbers 138 and 139 respectively, to symbolize their achievements. Mayor Howe will then administer their Oaths of Office.

# RECOMMENDATION

Staff recommends Mayor Howe administer the Oaths of Office to both Jaime Jackson and Ariel Huddleson.

# **BUDGET IMPACT:**

The hiring of both officers was done to fill vacancies caused by retirements in 2013. The Police Department is currently at its authorized full strength of 64 officers.

### **Attachments**

Jaime Jackson Oath
Ariel Huddleson Oath



# **OATH OF OFFICE**

STATE OF MINNESOTA )	
COUNTY OF ANOKA ) s	S
CITY OF COON RAPIDS )	
of the United States, and the C discharge faithfully the duties	swear that I will support the Constitution Constitution of the State of Minnesota, and of a Police Officer for the City of Cooka, and the State of Minnesota, to the best
	Jaime Jackson
WITNESSED:	
Tim Howe, Mayor	

Filed this 1<sup>st</sup> day of April, 2014.



# **OATH OF OFFICE**

STATE OF MINNESOTA )	
COUNTY OF ANOKA ) ss	
CITY OF COON RAPIDS )	
Constitution of the United State Minnesota, and discharge faithfu	nnly swear that I will support the es, and the Constitution of the State of ally the duties of a Police Officer for the County of Anoka, and the State of gment and ability.
	Ariel Huddleson
WITNESSED:	
Tim Howe, Mayor	

Filed this 1<sup>st</sup> day of April, 2014.



City Council Regular 2.

**Meeting Date:** 04/01/2014

**Subject:** Assessment Abatement 13-8 Street Reconstruction

From: Heidi Cederstrand, Assessment Clerk II

# INTRODUCTION

Staff is recommending the removal of an assessment on PIN# 16-31-24-41-0074 for City Project No. 13-8, Street Reconstruction.

# **DISCUSSION**

The property located at 2542 112th Avenue (PIN# 16-31-24-41-0073) is linked to a small strip of land (PIN# 16-31-24-41-0074). Both of these parcels were assessed \$1,620 for City Project No.13-8. There should have been only one assessment on the main parcel; therefore the assessment amount of \$1,620 should be removed from the linked parcel (PIN# 16-31-24-41-0074).

The assessments will then be removed from the Anoka County tax roll.

# **RECOMMENDATION**

Adopt Resolution 14-51 removing assessment for City Project No. 13-8 Street Reconstruction for PIN# 16-31-24-41-0074.

### **Attachments**

RS

# **RESOLUTION NO. 14-51**

# REMOVING ASSESSMENT FOR CITY PROJECT NO. 13-8 STREET RECONSTRUCTION FOR PIN # 16-31-24-41-0074

- **WHEREAS**, an assessment in the amount of \$1,620 was levied on a parcel for City Project No. 13-8, adopted on May 7, 2013; and
- **WHEREAS**, this parcel was a small piece of land linked to the property located at 2542 112<sup>th</sup> Avenue (PIN# 16-31-24-41-0073), which was also assessed in the amount of \$1,620; and
- **WHEREAS**, this linked parcel (PIN# 16-31-24-41-0074) should not have been included on this assessment roll.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the levied assessment in the amount of \$1,620 be removed from the assessment roll for City Project 13-8 and Anoka County be informed of the reduction.

Adopted by the Coon Rapids City Council this 1st day of April 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular 3.

**Meeting Date:** 04/01/2014

**Subject:** Accept Easement from B&B Storage, LLC

**Submitted For:** David Brodie, City Attorney

From: Kim Reid, Adminstrative Legal Assistant

# **INTRODUCTION**

Council is asked to accept an easement from B&B Storage, LLC for drainage and utility purposes over portions of their property located at 11230 University Avenue.

# **DISCUSSION**

The City is planning to get a water main loop completed as part of the pending University Avenue reconstruction scheduled for this spring or summer. The proposal is to loop the system from the dead end hydrant on the property to line behind the existing homes south of the property and ultimately to the well house on the school property. By doing this it will allow for better reliability of the system with less stagnant water and better water quality.

# **ACTION REQUESTED**

Council is asked to accept the attached easement for drainage and utility purposes from B&B Storage, LLC.

### **Attachments**

Easement Agreement
Proposed Utility Easement Map
Location Map

# **EASEMENT AGREEMENT**

(pc11-24)

THIS INDENTURE, made this <u>2.7</u> day of <u>February</u>, <u>2014</u>, between B&B STORAGE, LLC, a Minnesota company, herein referred to as the "Landowner", and the CITY OF COON RAPIDS, a municipal corporation organized under the laws of the State of Minnesota, hereinafter referred to a the "City".

### WITNESSETH:

That the said Landowner in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey unto the said City, its successors and assigns, forever, a permanent easement for drainage and utility purposes over, under and across the following described property:

A public utility easement over, under and across the south 15 feet of the North 767.8 feet of the East 184 feet of Lot 1, AUDITOR'S SUBDIVISION NUMBER 8 according to the plat of record, Anoka County, Minnesota.

# EXEMPT FROM STATE DEED TAX

This easement shall convey to the City, its contractors, agents, officers and employees the right to enter upon said premises at all reasonable times for the purpose of construction, grading, sloping and restoration purposes, and all such purposes ancillary thereto, together with the right of said City, its contractors, agents, officers and employees to remove trees, brush, undergrowth and other obstructions from the easement area, as well as the right to deposit earthen materials within the easement area.

The City agrees to indemnify and hold the Landowner harmless from damages or claims resulting directly and solely from the use of the easements. This indemnification, however, shall not include and the City shall not be responsible for any and all costs, expenses, damages,

demands, obligations, including penalties and reasonable attorney's fees, and losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the property prior to the date hereof and which were not caused by the City.

Upon the completion of any construction, maintenance, or replacement project, the City will restore any disturbed areas including, but not limited to, the replacement of any damaged sod and plantings

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner, its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided in Minnesota Statutes Chapter 466.

And the said Landowner, for itself, its successors and assigns, does covenant with the City, its successors and assigns, that it is well seized in fee of the lands and premises aforesaid and has good right to grant and convey the easement herein to said City.

**IN WITNESS WHEREOF,** the said Landowner has caused this agreement to be executed as of the day and year first above written.

B&B STORAGE, LLC

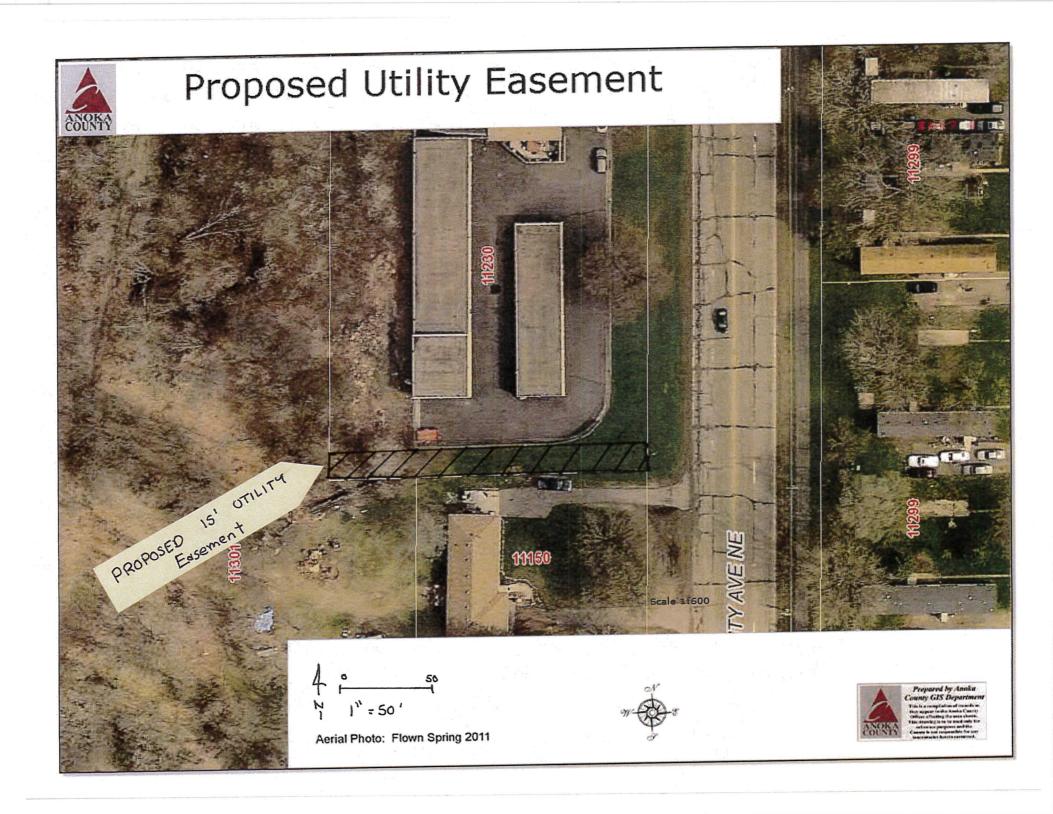
By:_
CITY OF COON RAPIDS
By: Tim Howe, Mayor
By:Steven D. Gatlin, City Manager

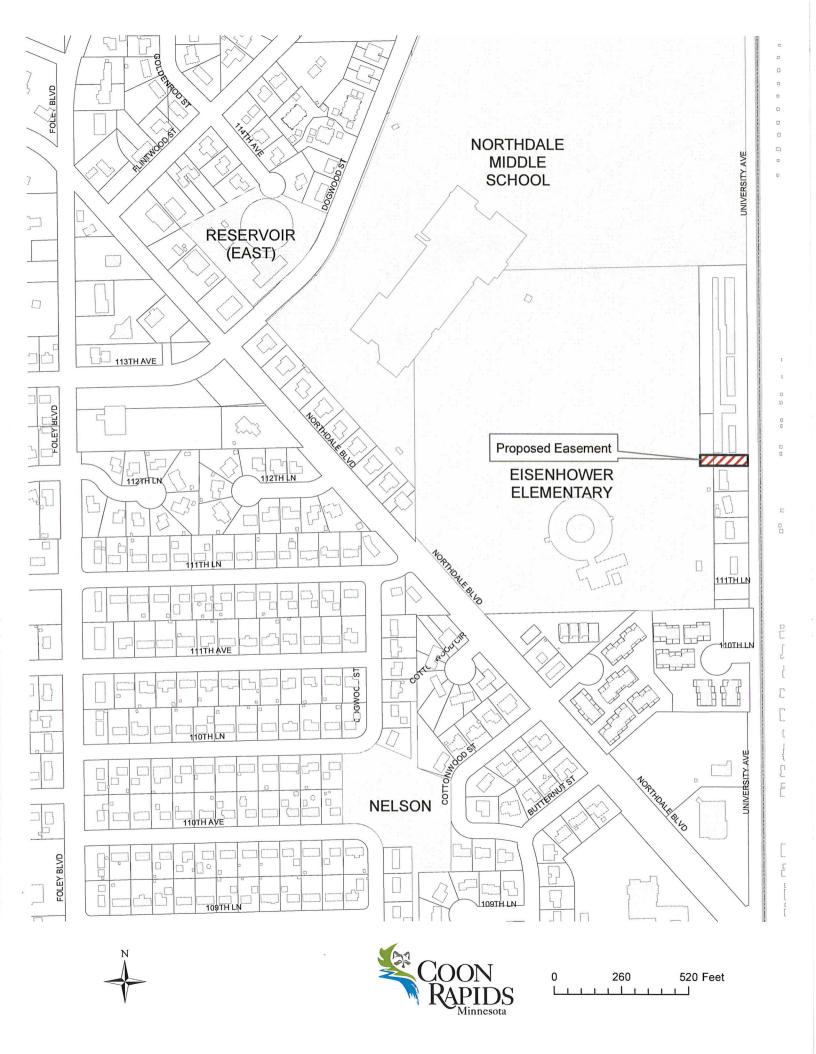
[Signatures continue on following page]

STATE OF MINNESOTA)
COUNTY OF ANOKA )
On this 5th day of Morch, 2014, before me a Notary Public within and for said County, personally appeared Brian A-5wanson the Owner of B&B Storage, LLC, a Minnesota company, on behalf of the company.
CAYLANI ELLEN GALVIN NOTARY PUBLIC - MINNESOTA MY COMMISSION EXPIRES 01/31/2016
STATE OF MINNESOTA ) ) ss. COUNTY OF ANOKA )
On this
Notary Public

This instrument was Drafted by:

David J. Brodie Coon Rapids City Attorney 11155 Robinson Drive Coon Rapids, Minnesota 55433 (763) 767-6495







City Council Regular 4.

**Meeting Date:** 04/01/2014

**Subject:** Approve Therapeutic Massage Enterprise License for Posh22 Salon & Spa, 13060 Riverdale Dr

From: Vincent Vu, Management

Analyst/Deputy Clerk

# INTRODUCTION

Tracy Kuss of Posh22 Salon & Spa has submitted an application for a Therapeutic Massage Enterprise license for use at 13060 Riverdale Drive.

# **DISCUSSION**

Ms. Kuss has paid the background investigation and license fee for a Therapeutic Massage Enterprise. The Police Department is currently conducting a background investigation. Ms. Kuss anticipates procuring a final inspection and obtaining a Certificate of Occupancy upon successful issuance of the license.

# RECOMMENDATION

Council is requested to approve the issuance of a Therapeutic Massage Enterprise license to Ms. Tracy Kuss for Posh22 Salon & Spa located at 13060 Riverdale Drive pending a successful background investigation, a final inspection, and procurement of a Certificate of Occupancy.



City Council Regular 5.

**Meeting Date:** 04/01/2014

**Subject:** Open Mic Report - Scott Nellis, 10320 Grouse Street NW

**Submitted For:** David Brodie, City Attorney From: Cathy Sorensen, City Clerk

# INTRODUCTION

Scott Nellis, 10320 Grouse Street NW, appeared at the March 18, 2014, Open Mic session and asked for more specific information as to why snakes of the Boidae family are prohibited under the current non-domestic animal ordinance when prior to September 2010 they were not prohibited.

# **DISCUSSION**

The City Council enacted the Non-Domestic Animal ordinance in 2010. As a part of this ordinance, Council defined certain animal species as non-domestic animals and prohibited them from being maintained within the City. This list of prohibited animals includes snakes of the Boidaie family (boa constrictors and pythons).

City Council has the authority to make policy decisions that are deemed to be in the best interested of the City. At times, these policy choices come with differences of opinion about what constitutes the best interest of the City. However, disagreement over policy does not remove a City Council's ability to use their collective discretion to make decisions. The prohibition of snakes in the Boidaie family falls within Council's discretion much the same way Council must make policy decisions on any number of matters that establish the legal foundation of the City. This, ultimately, is the most specific answer that can be provided as to why snakes of the Boidaie family have been prohibited within the City.

# RECOMMENDATION

No action is required.

cc: Mr. Scott Nellis



City Council Regular 6.

**Meeting Date:** 04/01/2014

**Subject:** Continue Public Hearing/Assessment Hearing, Approve Plans and Specifications, and Order

Advertisement for Bids for Project 14-1, Street Reconstruction

**Submitted For:** Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

# **INTRODUCTION**

The City is proposing reconstruction of 2.3 miles of residential streets in an area generally lying east of Blackfoot Street between 119th Avenue and 121st Avenue, and streets in the area adjacent to Hanson Boulevard between 113th Avenue and Robinson Drive. Council held a public hearing and assessment hearing for the project on March 18, 2014 but there were not enough Council members present to establish a super majority vote for advancing the project. Council is requested to continue the hearings, order the project, approve plans and specifications, and order the advertisement for bids.

# **DISCUSSION**

Council ordered preparation of a feasibility report for the project on November 19, 2013. On February 18, 2014, Council accepted the feasibility report and scheduled a public hearing and assessment hearing for March 18, 2014. Legal notice for the hearings was published in the Anoka County UnionHerald and letters were mailed notifying property owners of the hearings. The hearings were conducted on March 18 and will continue at the April 1 meeting. A neighborhood open house took place on February 11, 2014. Of the residents who attended the meeting, there were no objections to the project.

Proposed improvements include reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, watermain replacement on 115th Avenue along with other repairs or replacements as necessary, and repairs or replacements to the existing storm sewer and sanitary sewer as needed.

The properties proposed to be assessed for the project include 87 single-family, 128 multi-family, and 10 commercial properties. The assessment rate is \$1,667.00 for single family residential property, \$20.83 per front foot for multi-family residential property, and \$41.65 per front foot for commercial property.

Bids are proposed to be received on April 25, 2014. The results of the bids and a recommendation for contract award will be presented to Council on May 6, 2014. If Council awards a contract, work can begin in late May or early June.

# RECOMMENDATION

It is recommended the City Council take the following action:

- a. Continue then close the public hearing and assessment hearing.
- b. Adopt Resolution No. 14-1(6A) ordering the project (a super majority vote is needed).
- c. Adopt Resolution No. 14-1(8) approving plans and specifications and ordering advertisement for bids.

# **BUDGET IMPACT:**

Total estimated cost of the proposed improvement is \$1,934,850.00 with a total amount assessed of \$444,220.00. The balance of the project cost would be recovered from various funds:

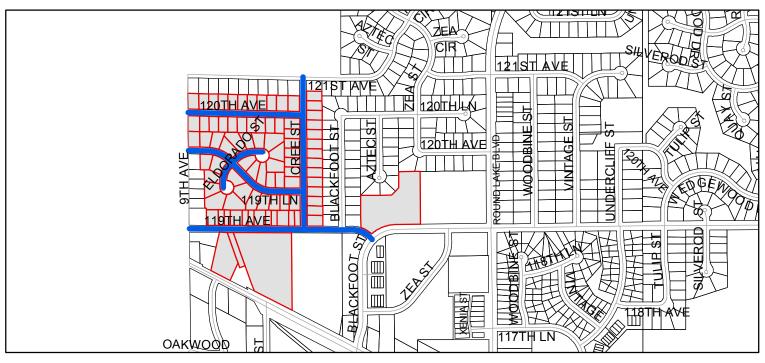
- \$740,040 from the Street Reconstruction Fund (797) resulting in annual tax levy of approximately \$180,000 to repay bonds over a five year period beginning in 2015.
- \$65,000 from the Sidewalk Construction Fund (795)
- \$68,050 from the Storm Water Drainage Fund (740) recovered through storm drainage charges.
- \$617,540 from the Water System Maintenance Fund (601) recovered through charges for water used.

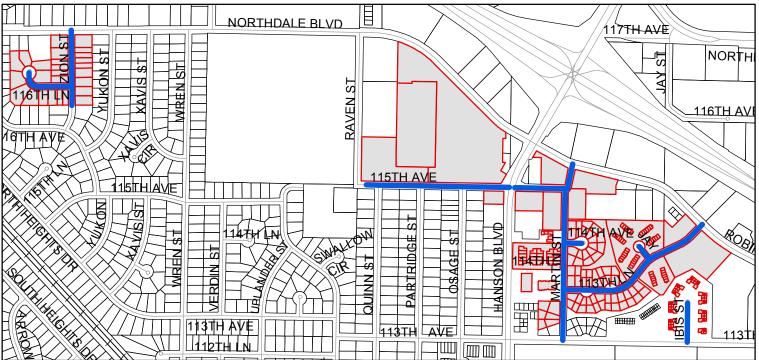
# **Attachments**

14-1 Location Map

Resolution No. 14-1(6A)

Resolution No. 14-1(8)

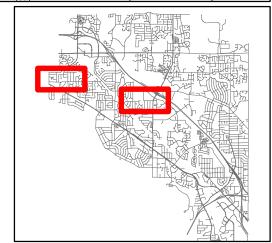




Project 14-1
Residential Street Reconstruction
2.5 miles







# **RESOLUTION NO. 14-1(6A)**

# (6) RESOLUTION ORDERING IMPROVEMENT

- **WHEREAS,** a resolution of the City Council adopted on the 18th day of February, 2014, fixed a date for a Council hearing on the proposed improvement of streets generally lying east of Blackfoot Street between 119th Avenue and 121st Avenue, and those streets in the area adjacent to Hanson Boulevard between 113th Avenue and Robinson Drive by street reconstruction; and
- **WHEREAS**, ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 18th day of March, 2014 and continued on the 1st day of April, 2014, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$1,934,850.00; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:
  - 1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
  - 2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 1st day of April, 2014.

Adopted this 1st day of April, 2014.

ATTEST:	Tim Howe, Mayor	
ATTEST.		

# **RESOLUTION NO. 14-1(8)**

# (8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

- WHEREAS, pursuant to a Resolution passed by the Council on the 19th day of November, 2013, the Coon Rapids Engineering Division has prepared plans and specifications for the improvement of streets generally lying east of Blackfoot Street between 119th Avenue and 121st Avenue, and those streets in the area adjacent to Hanson Boulevard between 113th Avenue and Robinson Drive by street reconstruction and has presented such plans and specifications to the Council for approval; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

- 1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
- 2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:15 a.m. on the 25th day of April, 2014, at which time they will be publicly opened in the City Hall by the City Clerk and Engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 6th day of May, 2014, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 1st day of April, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular 7.

**Meeting Date:** 04/01/2014

**Subject:** Continue Public Hearing/Assessment Hearing, Approve Plans and Specs, and Order

Advertisement for Bids - Project 14-2, Round Lake Blvd Reconstruction

Submitted For: Tim Himmer, Public Works Director From: Cher Ridout, Admin Secretary II

# **INTRODUCTION**

The City is proposing to reconstruct 1.2 miles of Round Lake Boulevard from 115th Avenue to approximately 450 feet south of Main Street. Council accepted a proposal for engineering services from WSB & Associates on February 5, 2014. WSB has completed the plans and specifications for the reconstruction. Council held a public hearing and assessment hearing for the project on March 18, 2014, but there were not enough Council members present to establish a super majority vote for advancing the project. Council is requested to continue the hearings, order the improvement, approve plans and specifications, and order advertisement for bids.

# **DISCUSSION**

Round Lake Boulevard is designated as a Municipal State Aid street. Proposed improvements for the project include reclamation of the existing bituminous surface and aggregate base in accordance with MnDOT MSA design standards, complete removal and replacement of the existing curb and gutter, and sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements. The proposed improvements also include the construction of an 8-foot wide bituminous trail on the east side of Round Lake Boulevard over the entire length of the project. Additional improvements will include repairs or replacements to the existing storm sewer, watermain, and sanitary sewer as needed.

Council ordered preparation of a feasibility report for reconstruction of this portion of Round Lake Boulevard on February 5, 2014. A neighborhood open house was conducted on February 11, 2014, and there were no objections to the project from those residents in attendance. On February 18, 2014, Council accepted the feasibility report and scheduled a public hearing and assessment hearing for March 18, 2014. Legal notice for the hearings were published in the Anoka County UnionHerald and letters were mailed notifying property owners of the hearings. The hearings were conducted on March 18 and will continue at the April 1 meeting.

In addition to the lack of super majority to order the improvement, there was also some discussion on the justification and installation of a traffic signal at the intersection of Round Lake Boulevard and Wedgewood Drive. As Council may recall the March 18th agenda item included a petition from surrounding residents requesting the traffic signal, and the corresponding analysis that was performed by a traffic consultant on the warrants for the signal. The proposed signal does not currently meet the MnDOT warrants criteria, meaning the cost of the improvement would not be State Aid eligible. Due to additional factors at this intersection (terrain, geometrics, vision obstructions, and pedestrian movements) it was requested that staff attempt to secure alternative funding to install the signal with the pending reconstruction project.

Staff has identified funding that could be used for the traffic signal portion of the project, which is estimated at \$300,000, by using funds from Fund 780, the Riverdale Area Fund. Staff is comfortable utilizing these funds for this improvement because of the timing of construction, which would take advantage of project efficiencies and reduce future concerns for roadway impacts on a newly reconstructed street. Staff believes there will be few if any demands on this fund in the future.

If the signal installation is approved by Council the construction schedule for the project will be slightly delayed to account for this additional design component and the potential for right-of-way or easement acquisitions. City staff will work diligently on the necessary land acquisitions while WSB completes the revised design to incorporate the signal. Staff has already requested that Anoka County consider a joint powers agreement for the maintenance of this potential signal, similar to other such signal maintenance agreements throughout the City. It was previously planned to solicit bids in April, have Council consider an award of contract on May 6th, and have construction commence in June. With this potential revision it is likely that the schedule would be delayed about one month. Construction would extend into November and, depending on the availability of signal equipment and weather conditions, may need to be completed in the spring of 2015. Appropriate accommodations to the plans and specifications will occur as the design of this signal component evolves.

The adoption of assessments, and thus the payment schedule for residents, would also be delayed to correspond with the date a contract is awarded for the project. The properties proposed to be assessed for this project include 12 single-family, 29 multi-family, and 8 commercial parcels. The assessment rate is \$1,667.00 for single-family properties, \$20.83 per front foot for multi-family residential properties, and \$41.65 per front foot for commercial properties.

# RECOMMENDATION

It is recommended the City Council take the following action:

- a. Continue and close the public hearing and assessment hearing.
- b. Adopt Resolution No. 14-2(6A) ordering the improvement (a super majority vote is needed).
- c. Adopt Resolution No. 14-2(8) approving plans and specifications and ordering advertisement for bids, including the installation of a traffic signal at the intersection of Round Lake Boulevard and Wedgewood Drive.

### **BUDGET IMPACT:**

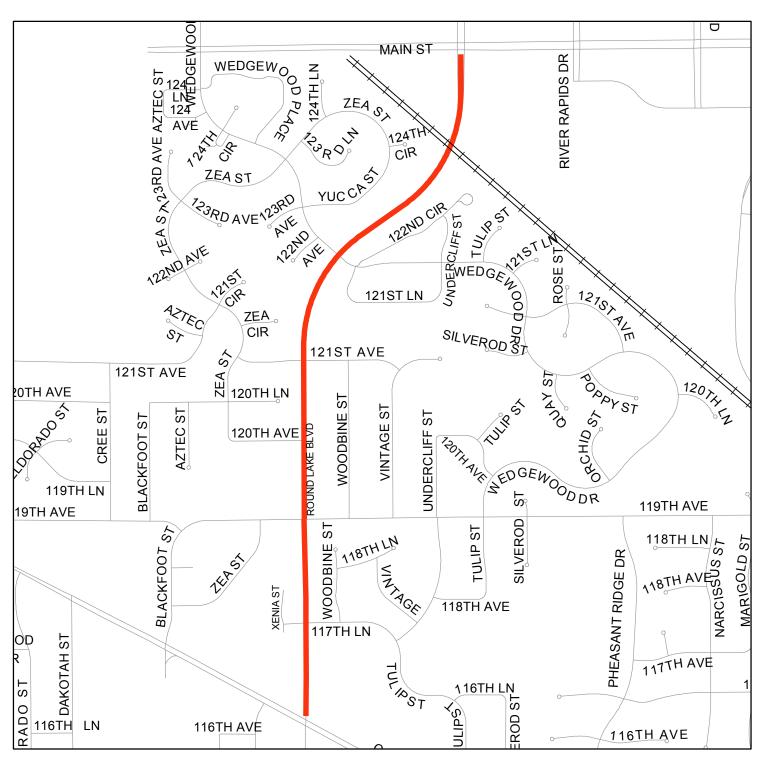
Total estimated cost of the proposed improvement is \$2,614,338.00 with a total amount assessed of \$129,942.05. The balance of the project cost would be recovered from various funds:

- \$1,992,955.95 from M.S.A. Funds
- \$16,530 from the Sewer Fund (620) recovered through sewer fees
- \$86,400 from the Storm Water Drainage Fund (740) recovered through storm drainage charges
- \$388,510 from the Water System Maintenance Fund (601) recovered through charges for water used

Should Council decide on the inclusion of a traffic signal at the intersection of Round Lake Boulevard and Wedgewood Drive an additional \$300,000 would be added to this estimate, which would be funded by appropriations from the Riverdale Area Fund, Fund 780.

#### **Attachments**

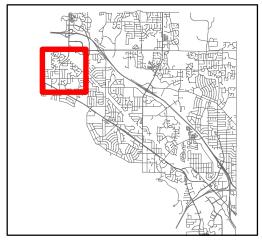
14-2 Location Map
Resolution No. 14-2(6A)
Resolution No. 14-2(8)



Project 14-2 State Aid Street Reconstruction Round Lake Blvd 1.15 miles







# **RESOLUTION NO. 14-2(6A)**

# (6) RESOLUTION ORDERING IMPROVEMENT

- **WHEREAS,** a resolution of the City Council adopted on the 18th day of February, 2014, fixed a date for a Council hearing on the proposed improvement of Round Lake Boulevard from 115th Avenue to 450 feet south of Main Street by street reconstruction; and
- **WHEREAS**, ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 18th day of March, 2014 and continued on the 1st day of April, 2014 at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$1,934,850.00; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:
  - 1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
  - 2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 1st day of April, 2014.

Adopted this 1st day of April, 2014.

ATTEST:	Tim Howe, Mayor
Catherine M. Sorensen, City Clerk	

# **RESOLUTION NO. 14-2(8)**

# (8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

- WHEREAS, pursuant to a Resolution passed by the Council on the 5th day of February, 2014, WSB & Associates has prepared plans and specifications for the improvement of Round Lake Boulevard from 115th Avenue to 450 south of Main Street by street reconstruction and has presented such plans and specifications to the Council for approval; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

- 1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
- 2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:30 a.m. on the 25th day of April, 2014, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 6th day of May, 2014, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 1st day of April, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular 8.

**Meeting Date:** 04/01/2014

**Subject:** Hold Public Hearing/Assessment Hearing, Approve Plans and Specs, and Order Advertisement

for Bids for Project 14-3, Residential Street Reconstruction

**Submitted For:** Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

#### **INTRODUCTION**

The City is proposing reconstruction of 3.25 miles of residential streets in the area around Hanson Boulevard between 107th Avenue and 113th Avenue. Council is requested to hold the required public hearing and assessment hearing, order the improvement, approve plans and specifications, and order the advertisement for bids.

#### **DISCUSSION**

Council ordered preparation of a feasibility report for the project on November 19, 2013. On March 4, 2014 Council accepted the feasibility report and scheduled a public hearing and assessment hearing to be held on April 1, 2014. Legal notice for the hearings was published in the Anoka County UnionHerald. A neighborhood meeting was held on February 25, 2014 and general comments from residents in attendance were in support of the project.

Proposed improvements include reclamation of the existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, replacement of approximately 150 feet of sanitary sewer on 110th Avenue and other needed repairs or replacements as necessary, and repairs or replacements of the existing storm sewer as needed.

The properties proposed to be assessed for the project include 226 single-family properties and 198 multi-family properties. The proposed assessment rate is \$1,667.00 for single-family residential properties and \$20.83 per front foot for multi-family residential properties.

Bids are proposed to be received on April 29, 2014. The bid results and a recommendation for contract award will be presented to Council on May 6, 2014. If Council awards a contract, work can begin in late May or early June.

#### RECOMMENDATION

It is recommended the City Council take the following action:

- a. Hold the public hearing and assessment hearing.
- b. Adopt Resolution 14-3(6A) ordering the improvement (a super majority vote is needed).
- c. Adopt Resolution 14-3(8) approving plans and specifications and ordering advertisement for bids.

#### **BUDGET IMPACT:**

The total estimated cost of the street reconstruction project is \$1,708,660.00. A total amount of \$560,002.00 is proposed to be assessed to benefitting properties. The balance of the project cost would be recovered from the following funds:

- \$625,388 from the Street Reconstruction Fund (797) resulting in annual tax levy of approximately \$150,000 to repay bonds over a five year period, or \$85,000 over a ten year period, beginning in 2015.
- \$16,400 from the Sanitary Sewer Fund (620).
- \$56,670 from the Storm Water Drainage Fund (740) recovered through storm drainage charges.
- \$450,200 from the Water System Maintenance Fund (601) recovered through charges for water used.

#### **Attachments**

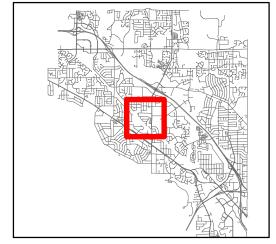
Location Map
Resolution No. 14-3(6A)
Resolution No. 14-3(8)



Project 14-3
Residential Street Reconstruction
3.25 miles







#### **RESOLUTION NO. 14-3(6A)**

#### (6) RESOLUTION ORDERING IMPROVEMENT

- **WHEREAS,** a resolution of the City Council adopted on the 4th day of March, 2014, fixed a date for a Council hearing on the proposed improvement of residential streets in the area around Hanson Boulevard between 107th Avenue and 113th Avenue by street reconstruction; and
- WHEREAS, ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 1st day of April, 2014, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$1,708,660.00; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:
  - 1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
  - 2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 1st day of April, 2014.

Adopted this 1st day of April, 2014.

A TTEGT.	Tim Howe, Mayor
ATTEST:	

#### **RESOLUTION NO. 14-3(8)**

#### (8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

- **WHEREAS,** pursuant to a Resolution passed by the Council on the 19th day of November, 2013, the Coon Rapids Engineering Division has prepared plans and specifications for the improvement of residential streets in the area around Hanson Boulevard between 107th Avenue and 113th Avenue by street reconstruction and has presented such plans and specifications to the Council for approval; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

- 1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
- 2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 a.m. on the 29th day of April, 2014, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 6th day of May, 2014, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 1st day of April, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular 9.

**Meeting Date:** 04/01/2014

**Subject:** Hold Public Hearing/Assessment Hearing, Approve Plans and Specs, and Order Advertisement

for Bids for Project 14-4, Residential Street Reconstruction

**Submitted For:** Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

#### **INTRODUCTION**

The City is proposing reconstruction of 2.5 miles of residential streets in the area north of Coon Rapids Boulevard between 101st Avenue and 103rd Avenue, and the area between Mississippi Boulevard and 84th Lane west of East River Road. Council is requested to hold a public hearing and assessment hearing, order the improvement, approve plans and specifications, and order the advertisement for bids.

#### **DISCUSSION**

Council ordered preparation of a feasibility report for the project on November 19, 2013. On March 4, 2014, Council accepted the feasibility report and scheduled a public hearing and assessment hearing to be held on April 1, 2014. Legal notice for the hearings was published in the Anoka County UnionHerald. A neighborhood open house was held on February 25, 2014 and general comments from residents in attendance were in support of the project.

Proposed improvements include reclamation of existing bituminous surface and aggregate base, removal and replacement of damaged curb and gutter, sidewalk and pedestrian curb ramp improvements in accordance with ADA requirements, complete replacement of the existing watermain in the Woodcrest area and other needed water and sanitary sewer utility repairs or replacements as necessary, and repairs/replacements of the existing storm sewer as needed.

The City's assessment policy calls for assessing all properties benefiting from the proposed improvements. There are 187 single-family properties proposed to be assessed at a rate of \$1,667.00 per parcel.

Bids are proposed to be received on April 29, 2014. The bid results and a recommendation for contract award will be presented to Council on May 6, 2014. If Council awards a contract, work can begin in late May or early June.

#### RECOMMENDATION

It is recommended the City Council take the following action:

- a. Hold the public hearing and assessment hearing.
- b. Adopt Resolution No. 14-4(6A) ordering the improvement (a super majority vote is needed).
- c. Adopt Resolution No. 14-4(8) Approving plans and specifications and ordering advertisement for bids.

#### **BUDGET IMPACT:**

Total estimated cost of the proposed improvement is \$3,054,140 with a total amount assessed of \$330,155.00. The balance of the project cost would be recovered from various funds as follows:

- \$1,041,065 from the Street Reconstruction Fund (797) resulting in an annual tax levy of approximately \$252,000 to repay bonds over a five year period, or \$142,000 over a ten year period, beginning in 2015.
- \$11,000 from the Sanitary Sewer Fund (620)
- \$66,610 from the Storm Water Drainage Fund (740) recovered through storm drainage charges.
- \$1,605,310 from the Water System Maintenance Fund (601) recovered through charges for water used.

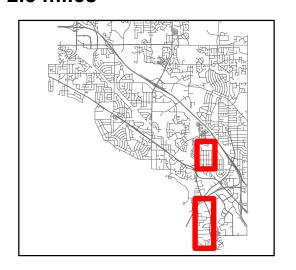
#### **Attachments**

14-4 Location Map Resolution No. 14-4(6A) Resolution No. 14-4(8)

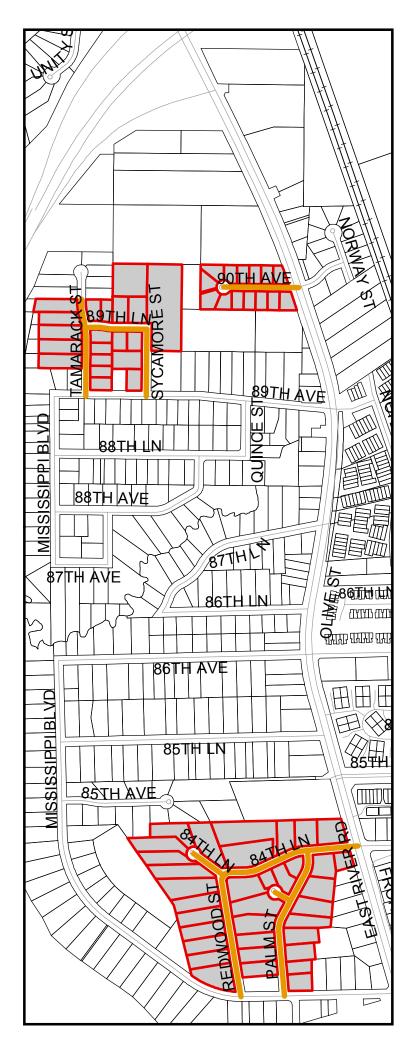




# Project 14-4 Residential Street Reconstruction 2.5 miles







#### **RESOLUTION NO. 14-4(6A)**

#### (6) RESOLUTION ORDERING IMPROVEMENT

- **WHEREAS,** a resolution of the City Council adopted on the 19th day of November, 2013, fixed a date for a Council hearing on the proposed improvement of residential streets in the area north of Coon Rapids Boulevard between 101st Avenue and 103rd Avenue, and the area between Mississippi Boulevard and 84th Lane west of East River Road by street reconstruction; and
- **WHEREAS**, ten days' published notice of the hearing through two weekly publications of the required notice and mailed notices to affected property owners were given and the hearing was held thereon on the 1st day of April, 2014, at which all persons desiring to be heard were given an opportunity to be heard thereon and the maximum estimated amount of debt to be incurred by the City is \$3,054,140; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

- 1. Such improvement is necessary, cost effective, and feasible as detailed in the feasibility report.
- 2. Such improvement is hereby ordered as proposed in the Council Resolution adopted on the 1st day of April, 2014.

Adopted this 1st day of April, 2014.

	Tim Howe, Mayor	
ATTEST:		

#### **RESOLUTION NO. 14-4(8)**

#### (8) RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS

- WHEREAS, pursuant to a Resolution passed by the Council on the 19th day of November, 2013, the Coon Rapids Engineering Division has prepared plans and specifications for the improvement of residential streets in the area north of Coon Rapids Boulevard between 101st Avenue and 103rd Avenue, and the area between Mississippi Boulevard and 84th Lane west of East River Road by street reconstruction and has presented such plans and specifications to the Council for approval; and
- **WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota:

- 1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
- 2. The City Clerk shall prepare and cause to be inserted in the official paper and in a trade journal, if applicable, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:15 a.m. on the 29th day of April, 2014, at which time they will be publicly opened in the City Hall by the City Clerk and engineer, will then be tabulated, and will be considered by the Council at 7:00 p.m. on the 6th day of May, 2014, in the Council Chambers, and that no bids will be considered unless sealed and filed with the Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the Clerk for 5% of the amount of such bid.

Adopted this 1st day of April, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular 10.

**Meeting Date:** 04/01/2014

Subject: Contract Award for 2014 Street Maintenance Program, Project 14-5

**Submitted For:** Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

#### **INTRODUCTION**

On February 28, 2014, bids were received for various materials and services to be provided under the Regional Street Maintenance Joint Powers Agreement. Items included in this bid were sealcoating, pavement markings, street sweeping, and crack sealing. Cities participating in the 2014 program include Andover, Brooklyn Center, Columbia Heights, Coon Rapids, East Bethel, Fridley, Ham Lake, and Mahtomedi. Council is requested to consider award of bids.

#### **DISCUSSION**

On February 5, 2014, Council approved plans and specifications and ordered advertisement for bids. In accordance with Council direction, bids were received for various street maintenance materials and services on February 28, 2014. We received three bids for sealcoating, five bids for pavement markings, two bids for street sweeping, and three bids for crack sealing. A summary of bids and a bid tabulation showing unit prices is attached.

The Joint Powers Agreement stipulates that each city must provide written concurrence for the award of bids, 20 days after notice of receipt of bids. We have received concurrence from all participating cities as required.

The following is an analysis for each item of the program:

#### Sealcoating

Sealcoating was bid on a volume basis for oil and on an area basis for rock. The base bid includes regular asphalt emulsion sealcoat oil and trap rock cover aggregate. As an alternate, a bid was required from the contractor to provide granite. The low bid for sealcoating was \$2.12/gallon for oil and \$0.76/SY for FA-2 granite aggregate. When the price for oil and rock are considered together, the overall price for this year's sealcoat application would be approximately 9% less than last year's bid.

The low bid was received from Allied Blacktop Company. The City has contracted with Allied Blacktop Company in previous years and they have done a good job. Bids received are as follows:

Contractor	Base Bid	Alternate
Allied Blacktop Company	\$1,236,842.58	\$1,214,389.08
Pearson Bros.	\$1,254,520.00	\$1,241,047.90
Asphalt Surface Technologies	\$1,398,583.75	\$1,353,676.75

Again this year staff will be using a polymer additive to sealcoat oil and different cover aggregate in high traffic areas, including cul-de-sacs and higher volume collector streets. Previous experience has shown this type of application has minimized scuffing and bleeding of sealcoat material.

#### Pavement Markings

The low bid for pavement markings was submitted by Sir Lines-A-Lot in the amount of \$176,182.20. Their bid is approximately 15% lower than 2013. Sir Lines-A-Lot is a new contractor to Coon Rapids. The contractor has been in business since 2004 and has provided several references of similar satisfactory work done in other communities. Bids received are as follows:

Contractor	Bid
Sir Lines-A-Lot	\$176,182.20
AAA Striping Service	\$188,630.46
Traffic Marking Service	\$196,380.00
Warning Lites of MN	\$226,119.72
Fahrner Asphalt Sealers	\$248,860.08

#### Street Sweeping

Street sweeping was bid on an hourly rental basis. The low bid for seasonal sweeping was submitted by Pearson Bros. in the amount of \$59,550.00. Bid prices are comparable to previous years. Pearson Bros. has been performing the sweeping portion of the contract in previous years and has always done a good job. Bids received are as follows:

Contractor	Spring Sweeping	Fall Sweeping	Total
Pearson Bros.	\$28,650.00	\$30,900.00	\$59,550.00
Allied Blacktop Company	\$29,032.00	\$30,900.00	\$59,932.00

#### Crack Sealing

Crack sealing was bid on a lineal foot basis. The low bid for crack sealing was submitted by Allied Blacktop Company in the amount of \$244,377.00. Their unit price bid is comparable to 2013. Bids received are as follows:

Contractor	Bid
Allied Blacktop Company	\$244,377.00
Fahrner Asphalt Sealers	\$336,096.00
Asphalt Surface Technologies	\$394,427.50

As outlined in the JPA, the cities now have 60 days to decide whether or not they wish to proceed. Work will begin in early June. We anticipate work will be completed in all cities by early September 2014 for sealcoating and crack sealing. Pavement markings and street sweeping services may continue later in the year and possibly into the spring of 2015.

#### **RECOMMENDATION**

- a. Adopt <u>Resolution No. 14-5(9A)</u> awarding a contract to Allied Blacktop Company for bituminous sealcoating in the base bid amount of \$1,236,842.58.
- b. Adopt <u>Resolution No. 14-5(9B)</u> awarding a contract to Sir Lines-A-Lot for pavement markings in the amount of \$176,182.20.
- c. Adopt <u>Resolution No. 14-5(9C)</u> awarding a contract to Pearson Bros. for seasonal street sweeping in the amount of \$59,550.00.
- d. Adopt <u>Resolution No. 14-5(9D)</u> awarding a contract to Allied Blacktop Company for crack sealing in the amount of \$244,377.00.

### **Attachments**

14-5 Summary of Bids

14-5 Bid Tabulation

Resolution No. 14-5(9A)

Resolution No. 14-5(9B)

Resolution No. 14-5(9C)

Resolution No. 14-5(9D)

# 2014 STREET MAINTENANCE MATERIALS SUMMARY OF BIDS

Sealcoating	Base Bid	<u>Alternate</u>
Allied Blacktop Company Pearson Bros. Asphalt Surface Technologies	\$1,236,842.58 \$1,254,520.00 \$1,398,583.75	\$1,214,389.08 \$1,241,047.90 \$1,353,676.75
Pavement Markings		
Sir Lines-A-Lot AAA Striping Service Traffic Marking Service Warning Lites of MN Fahrner Asphalt Sealers	\$176,182.20 \$188,630.46 \$196,380.00 \$226,119.72 \$248,860.08	
Street Sweeping		
Pearson Bros. Allied Blacktop Company	\$59,550.00 \$59,932.00	
Crack Sealing		
Allied Blacktop Company Fahrner Asphalt Sealers Asphalt Surface Technologies	\$244,377.00 \$336,096.00 \$394,427.50	

CITY OF COON RAPIDS - BID TABULATION 2014 STREET MAINTENANCE PROGRAM - PROJECT 14-5 SEALCOATING, PAVEMENT MARKINGS, STREET SWEEPING AND CRACK FILLING

BID OPENING: MARCH 1, 2013, 10:00 A.M.

ALLIED BLACKTOP PEARSON BROS.

ASPHALT SURFACE TECHNOLOGIES CORP SIR LINES-A-LOT

AAA STRIPING

TRAFFIC MARKING SERVICE WARNING LITES OF MN

FAHRNER ASPHALT SERVICE SERVICE SERVICE WARNING LITES OF MN

FAHRNER ASPHALT SERVICE SERVICE WARNING LITES OF MN

SEALERS

NO. DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
BID SCHEDULE NO. 1 - SEAL COAT																		
1 AGGREGATE																		
DRESSER TRAP ROCK (BASE BID) FURNISH / INSTALL FA-2 AGGREGATE	SY	449070	0.81		0.67		0.90	404,163.00										
FURNISH / INSTALL FA-2 MODIFIED 1/8"  TOTAL DRESSER TRAP ROCK	SY	409204	0.87	356,007.48 719,754.18	0.70	286,442.80 587,319.70	1.00	409,204.00 813,367.00										
GRANITE (ALTERNATE) FURNISH / INSTALL FA-2 AGGREGATE	SY	449070	0.76		0.64	-	0.80	359,256.00										
FURNISH / INSTALL FA-2 MODIFIED 1/8"	SY	409204			0.70		1.00	409,204.00										
TOTAL GRANITE				697,300.68		573,847.60		768,460.00										
2 SEAL COAT OIL																		
FURNISH / INSTALL CRS-2 SEAL COAT OIL FURNISH / INSTALL CRS-2P (POLYMER MOD)	GAL GAL				2.79 3.09			417,708.00 167,508.75										
TOTAL SEAL COAT OIL				517,088.40		667,200.30		585,216.75										
TOTAL BID SCHEDULE NO. 1 (BASE BID)				1,236,842.58		1,254,520.00		1,398,583.75										
TOTAL BID SCHEDULE NO. 1 (ALTERNATE)				1,214,389.08		1,241,047.90		1,353,676.75										
BID SCHEDULE NO. 2 - PAVEMENT MARKINGS																		
1 FURNISH / INSTALL STREET MARKINGS	GAL	6102							18.50	112,887.00	18.73		20.00		23.50	143,397.00	20.88	
2 FURNISH / INSTALL STREET SYMBOLS	GAL	708							89.40	63,295.20	105.00	74,340.00	105.00		116.84	82,722.72	171.54	121,450.32
TOTAL BID SCHEDULE NO. 2										176,182.20		188,630.46		196,380.00		226,119.72		248,860.08
BID SCHEDULE NO. 3 - STREET SWEEPING																		
1 PROVIDE SPRING SWEEPING 2 PROVIDE FALL SWEEPING	HR HR	382 412		29,032.00 30,900.00	75.00 75.00	28,650.00 30,900.00												
TOTAL BID SCHEDULE NO. 3				59,932.00		59,550.00												
BID SCHEDULE NO. 4 - CRACK SEALING																		
1 FURNISH / INSTALL CRACK SEAL (ROUTE & SEAL) 2 FURNISH / INSTALL CRACK SEAL (BLOW & GO)	LF LF	210250 270800					0.91 0.75	191,327.50 203,100.00									0.80 0.62	168,200.00 167,896.00
TOTAL BID SCHEDULE NO. 4				244,377.00				394,427.50										336,096.00
SUMMARY OF BIDS																		
TOTAL SEALCOATING (BASE BID)				1,236,842.58		1,254,520.00		1,398,583.75										
TOTAL SEALCOATING (ALTERNATE)				1,214,389.08		1,241,047.90		1,353,676.75										
TOTAL PAVEMENT MARKINGS										176,182.20		188,630.46		196,380.00		226,119.72		248,860.08
TOTAL STREET SWEEPING				59,932.00		59,550.00												
TOTAL CRACK SEALING				244,377.00				394,427.50										336,096.00

#### RESOLUTION NO. 14-5(9A)

## (9) RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

**WHEREAS,** pursuant to an advertisement for bids for the improvement of city streets in the cities of Andover, Brooklyn Center, Coon Rapids, East Bethel, and Fridley by bituminous sealcoating, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	Base Bid	Alternate Bid
Allied Blacktop Company	\$1,236,842.58	\$1,214,389.08
Pearson Bros. Inc.	\$1,254,520.00	\$1,241,047.90
Asphalt Surface Technologies	\$1,398,583.75	\$1,353,676.75

- **WHEREAS,** it appears that Allied Blacktop Company of Maple Grove, Minnesota is the lowest responsible bidder; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the base bid of \$1,236,842.58 and alternate bid of \$1,214,389.08 by Allied Blacktop Company for Coon Rapids Improvement Project 14-5 be accepted as the lowest responsible bid.
- **BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Allied Blacktop Company of Maple Grove, Minnesota for the improvement of city streets by bituminous sealcoating according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
- **BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 1st day of April, 2014.		
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		

#### RESOLUTION NO. 14-5(9B)

## (9) RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

WHEREAS, pursuant to an advertisement for bids for the improvement of city streets in the cities of Andover, Columbia Heights, Coon Rapids, East Bethel, Fridley, Ham Lake, and Mahtomedi by pavement markings, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement (3 lowest):

<u>Contractor</u>	Bid
Sir Lines-A-Lot	\$176,182.20
AAA Striping Service	\$188,630.46
Traffic Marking Service	\$196,380.00

- **WHEREAS,** it appears that Sir Lines-A-Lot of Minneapolis, Minnesota is the lowest responsible bidder.
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the bid of \$176,182.20 by Sir Lines-A-Lot for Coon Rapids Improvement Project 14-5 be accepted as the lowest responsible bid.
- **BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Sir Lines-A-Lot of Minneapolis, Minnesota for the improvement of city streets by pavement markings according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
- **BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 1st day of April, 2014.		
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		

#### RESOLUTION NO. 14-5(9C)

## (9) RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

**WHEREAS,** pursuant to an advertisement for bids for the improvement of city streets in the cities of Coon Rapids, Fridley, Ham Lake and Mahtomedi by street sweeping, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Contractor	Bid
Pearson Bros.	\$59,550.00
Allied Blacktop Company	\$59,932.00

- **WHEREAS,** it appears that Pearson Bros. of Hanover, Minnesota is the lowest responsible bidder,
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the bid of \$59,550.00 by Pearson Bros. for Coon Rapids Improvement Project 14-5 be accepted as the lowest responsible bid.
- **BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Pearson Bros. of Hanover, Minnesota for the improvement of city streets by street sweeping according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
- **BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 1st day of April, 2014.		
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		

#### RESOLUTION NO. 14-5(9D)

## (9) RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

**WHEREAS,** pursuant to an advertisement for bids for the improvement of city streets in the cities of Andover, East Bethel, Fridley, Ham Lake, and Mahtomedi by crack sealing, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

<u>Contractor</u>	Bid
Allied Blacktop Company	\$244,377.00
Fahrner Asphalt Sealers	\$336,096.00
Asphalt Surface Technologies	\$394,427.50

- **WHEREAS,** it appears that Allied Blacktop Company of Maple Grove, Minnesota is the lowest responsible bidder,
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the bid of \$244,377.00 from Allied Blacktop Company for Coon Rapids Improvement Project 14-5 be accepted as the lowest responsible bid.
- **BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Allied Blacktop Company of Maple Grove, Minnesota for the improvement of city streets by crack sealing according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
- **BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 1st day of April, 2014.		
ATTEST:	Tim Howe, Mayor	
Catherine M. Sorensen, City Clerk		



City Council Regular 11.

**Meeting Date:** 04/01/2014

**Subject:** Contract Award for Street Light Repairs and General Electrical Repairs Contract, Project 14-18

**Submitted For:** Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

#### **INTRODUCTION**

The City contracts for repair of City owned street lights and other City maintained electrical systems every three years. Bids were received on March 28, 2014 for this work. Council is requested to consider a contract award at this time.

#### **DISCUSSION**

The City has over 2000 street lights throughout the City that are the City's responsibility to maintain. There are also several ballfield lights, traffic signal lights, Golf Course and Ice Center electrical work, building maintenance, and other items that need electrical maintenance. The City has contracted for this electrical work for many years. The last contract was awarded to Rawlands Electric, Inc. in 2011. Maintenance of City owned street lights is the main item under this contract. The City Public Works Department notifies the contractor of locations needing repair and the contractor is required to perform the repair within two weeks unless there is severe damage requiring immediate service. The contract can extend over a three year period if both parties are in agreement to continue at the contract bid prices from one year to the next. This has worked well for the City over the years.

On March 4, 2014, the Council approved the specifications for the project and ordered the advertisement for bids. Five bids were received on March 28, 2014 and are listed as follows:

Contractor	Bid Amount
Rawlands Electric, Inc.	\$109,900.00
Killmer Electric Co., Inc.	\$112,700.00
Aid Electric Corp.	\$114,250.00
Egan Company	\$158,982.00
Granite Ledge Electrical Contractors, Inc.	\$159,060.00

The Engineer's Estimate for the project was \$119,250. The low bid from Rawlands Electric, Inc. is approximately 8% lower than the estimate. We have contracted with Rawlands Electric, Inc. for this work for many years and they have performed efficiently.

#### RECOMMENDATION

It is recommended that the Council award a contract to Rawlands Electric, Inc. for street light repairs and general electric repairs in the amount of \$109,900.

#### **BUDGET IMPACT:**

Funds for the electrical contract are budgeted annually under the Street Light Maintenance Fund (Activity 503) in the amount of \$150,000. Some funding may also be used from the Park Maintenance, Golf Course, Ice Center, and Building Maintenance funds.

### **Attachments**

Resolution No. 14-18(9)

#### **RESOLUTION NO. 14-18(9)**

# (9) RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

**WHEREAS,** pursuant to an advertisement for bids for the improvement of the City's street light system and other City electrical systems by electrical maintenance, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement: (3 lowest)

Rawland Electric, Inc. \$109,900.00 Killmer Electric Co., Inc. \$112,700.00 Aid Electric Corporation \$114,250.00

- **WHEREAS,** it appears that Rawlands Electric, Inc. of Andover, Minnesota is the lowest responsible bidder; and
- **WHEREAS**, the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of Coon Rapids, Minnesota that the bid of \$109,900 by Rawlands Electric, Inc. for Coon Rapids Improvement Project 14-18 be accepted as the lowest responsible bid.
- **BE IT FURTHER RESOLVED** that the Mayor and City Manager are hereby authorized and directed to enter into a contract with Rawlands Electric of Andover, Minnesota for the improvement of the City's street light system and other City electrical systems by electrical maintenance according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
- **BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Adopted this 1st day of April, 2014.

Mayor



City Council Regular 12.

**Meeting Date:** 04/01/2014

**Subject:** PC 13-27 Adopt an Ordinance to Amend Title 11 Regarding Junk Vehicles, Number of Trailers

Allowed and Minimum Number of Stacking Spaces

**From:** Scott Harlicker, Planner

#### **INTRODUCTION**

The City is requesting the approval of an ordinance amendment to address issues relating to junk vehicles, number of trailers allowed and number of stacking spaces for a drive thru window.

At the City Council meeting held on December 3, 2013 the Council introduced the proposed ordinance. At the following meeting on December 17, 2013, when it considered adoption of the ordinance, Council raised concerns regarding Item 1, which addresses the number of days a car can be worked on and the number of cars that could be worked on in a residential district. Staff has revised the proposed ordinance to address Council's concerns, however if these revisions have not addressed Council's concerns a work session could still be scheduled. Council also asked for clarification of Item 2, which is provided below. No concerns were expressed regarding Items 3 and 4.

#### **DISCUSSION**

**Item 1:** Revisions have been made to this item to reflect the concerns and wishes Council expressed in December 2013.

1) Number cars and number of days allowed to work on a vehicle

The proposed ordinance limited the number of days a car could be worked on to 20 and limited the number of cars to one. Council raised the concern that since the work is being done inside a garage and the cars are owned by a resident living at the home, is there a need to regulate the number of cars and the time period to work on them. In response to that concern, the proposed code has removed the limit on the number of vehicles and the number of days a car can be worked on. The following language is proposed as in section 11-601.4(1)(d) and permits such activity by exempting it from regulation.

(c) One vehicle Vehicles owned by and being actively repaired by a resident of the premise, inside a building, garage or accessory structure., in which the vehicle is located for a period not to exceed seven days

**Item 2:** The following section was also discussed at the December 3, 2013 meeting. An explanation is provided below but no changes are proposed.

#### 2) Trailer Storage

Council was concerned that the proposed language would prohibit someone from having two boats on trailers and two utility trailers. The proposal moves the utility trailer regulations from Section 11-11-601.3 Major Recreational Equipment in Residential Districts to Section 11-601.4 Number of Vehicles. The total number of other trailers, such as utility trailers, is not changed, it remains at two. Under the proposed language, a boat and the trailer it sits on would be considered one major recreational vehicle. A utility trailer would not be included as a major recreational vehicle; it would be considered under separate regulations in Section 11-601.4 that includes utility trailers. Also allowed under the proposed language is the scenario where a

property owner has a boat/trailer, an RV, snowmobiles/trailer and a utility trailer. A property owner would be allowed to have two major recreational vehicles, such as a boat/trailer and RV and up to two other trailers, such as a utility trailer and snowmobiles/trailer.

Trailer Storage

#### 11-601.3 Major Recreational Equipment in Residential Districts.

- (1) <u>Standards.</u> Major Recreational Equipment in a residential district must conform to the following standards, in addition to the standards in Title 9 (Traffic and Transportation). These standards are enforceable against the property owner, the vehicle owner, and the vehicle possessor(s), joint and severally. For this purpose, the vehicle owner is presumed to be the registered owner, unless rebutted.
- (a) No Major Recreational Equipment may be used for living, sleeping, or housekeeping purposes, except that one major recreational vehicle not exceeding the limitations of 11-601.3 is allowed for occasional living purposes, not to exceed three days per 30 day period, to accommodate visitors, provided the vehicle is parked on private property.
- (b) Major Recreational Equipment stored outside must be in a condition for the safe and effective performance of its intended function or repaired to put such equipment in such condition. Equipment being repaired may not be stored longer than 20 days.
- (c) Maximum Number: Major Recreational Equipment is limited to two per residential dwelling unit, whether stored inside or outside a building.
- (d) Size limitations for Major Recreational Equipment parked or standing in residential districts more than 12 hours:
- (i) <u>Maximum Height:</u> Thirteen and one half feet measured from the ground to the highest point on the vehicle at the recommended tire pressure. For the purposes of measuring height, all accessories, attachments, and material carried on the vehicle shall be considered part of the vehicle.
- (ii) <u>Maximum Length:</u> Forty-five feet, measured from the longest point on the vehicle or, if a trailer, the horizontal distance between the front and rear edges of the trailer bed. For the purposes of measuring length, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.
- (iii) <u>Maximum Width:</u> Eight and one half feet in width, measured from the widest point on the vehicle or, if a trailer, the horizontal distance between the left and right edges of the trailer bed. For the purposes of measuring width, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.
- (e) Vehicles must be both operable and currently registered.
- (f) The total number of trailers allowed stored outside on a residential property is two.

#### 11-601.4 Number of Vehicles.

- (1) The number of vehicles on a residential parcel may exceed by only two the number of persons with valid drivers licenses residing on the premises. The following vehicles shall be exempted from this requirement:
- (a) Temporary visitor parking.
- (b) Major Recreational Equipment.
- (c) A maximum of two collector vehicles registered as pioneer, classic, collector or street rod vehicles. The collector plates must be displayed on the vehicle.
- (d) Trailers, trucks, and other vehicles used in loading, unloading, maintenance, or construction on the premises. The total number of trailers allowed stored outside on a residential property is two.
- (e) Two- or three-wheeled vehicles.

**Items 3 and 4:** Council did not have any concerns or comments on the following sections:

#### 3) Junk Vehicles in the Industrial District

Language that currently regulates junk vehicles in the commercial districts was not included in the Industrial District. The following language is currently in Section 11-700 Commercial and Office Districts and is proposed to be included in the Industrial District:

#### INDUSTRIAL DISTRICT

11-801.6 Junk Vehicles. The parking, storage, or maintenance of junk vehicles is allowed only if incidental to a permitted use and if the vehicles are being actively repaired. Such vehicles must be stored within an enclosed

building or be so screened that they are not visible from public streets or adjoining properties.

#### 4) Stacking Spaces Drive Thru Lanes

As part of the Title 11 recodification process the number of required stacking spaces for drive-thru service windows was omitted. The following language is proposed to be added:

11-1202.7 <u>Stall, Aisle, Stacking and Loading Space Dimensions.</u> Stall, aisle, stacking and loading spaces must be constructed to the following minimum specifications:

(1) Standard Parking Stalls.

				Bay Width	
Parking Angle	Stall Width (Including Striping)	Stall Length	Aisle Width	Interlock to Interlock	Wall to Wall
90 degrees	nine feet	20 feet	24 feet	64 feet	64 feet
60 degrees	nine feet	20 feet	16 feet	55.5 feet	60 feet
45 degrees	nine feet	20 feet	16 feet	50.5 feet	57 feet
Parallel	eight feet	22 feet	12 feet (one way) 24 feet (two way)	n/a	n/a
Tandem	eight feet	25 feet	24 feet	n/a	n/a

Stall length for 90, 60, and 45 degree angles parking stalls may be reduced by the amount of the curb overhang up to a maximum of two feet.

- (2) Accessible Parking Stalls. Accessible parking spaces must be provided according to Chapter 1341 of Minnesota Rules (the Minnesota Accessibility Code).
- (3) Off-Street Loading or Stacking Space. An off-street loading or stacking space must be a minimum of 12 feet wide, 50 feet long and 15 feet high, unless the maximum size of trucks used does not necessitate such space.
- (4) Drive-Thru Stacking Space. A stacking space shall be a minimum of 12 feet wide and 20 feet long. <u>Six stacking</u> spaces are required per drive thru service window or wash bay.

#### RECOMMENDATION

In Planning Case 13-27, the City Council **adopt** the proposed ordinance **approving** the following amendments:

- 1. Amend Section 11-201 Definitions to change the definition of Junk Vehicles.
- 2. Amend Section 11-801 to add a new section that addresses junk vehicles.
- 3. Amend Section 11-601.3 to eliminate the standard for total number of trailers allowed.
- 4. Amend Section 11-601.4 to add standard for total number of trailers allowed.
- 5. Amend Section 11-1202.7 to add minimum number of stacking spaces for drive thru service windows.

	<b>Attachments</b>	
Proposed Ordinance		

ORDINANCE NO.
---------------

AN ORDINANCE AMENDING TITLE 11, SECTION 11-201 DEFINITIONS TO CHANGE THE DEFINITION OF JUNK VEHICLE; CHANGE TO TITLE 11, SECTION 11-801 TO ADD A NEW SECTION THAT ADDRESSES JUNK VEHICLES; CHANGE TO TITLE 11 SECTION 11-601.3 TO ELIMINATE THE STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED; CHANGE TO TITLE 11 SECTION 11-601.4 TO ADD STANDARD FOR TOTAL NUMBER OF TRAILERS ALLOWED; CHANGE TO TITLE 11 SECTION 11-1202.7(4) TO ADD MINIMUM NUMBER OF STACKING SPACES FOR DRIVE THRU SERVICE WINDOWS.

#### The City of Coon Rapids does ordain:

Section 1. Revised City Code – 1982 Section 11-201 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

<u>Junk Vehicle</u> - Includes any motor vehicle or trailer which is not in an operable condition; or which is partially dismantled; or which is used for the sale of parts; or as a source of repair and replacement parts for other vehicles; or which is kept for scrapping, dismantling, or salvage; or is unlicensed or [unregistered] <u>does not display current registration</u>; or is parked off an improved surface in a front or side yard or any combination therein. The following vehicles are not considered junk vehicles:

- (a) An unlicensed vehicle for sale in an automobile sales lot.
- (b) A collector vehicle registered as a pioneer, classic, collector or street vehicle, as defined in M.S.A. 168.10, if actively being restored.
- (c) [One vehicle] <u>Vehicles owned by and being actively repaired by a resident of the premise, inside a building, garage or accessory structure [, in which the vehicle is located for a period not to exceed seven days].</u>

Section 2 Revised City Code- 1982 Section 11-801 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-801.6 Junk Vehicles. The parking, storage, or maintenance of junk vehicles is allowed only if incidental to a permitted use and if the vehicles are being actively repaired. Such vehicles must be stored within an enclosed building or be so screened that they are not visible from public streets or adjoining properties.

Section 3. Revised City Code – 1982 Section 11-601.3 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

- 11-601.3 <u>Major Recreational Equipment in Residential Districts.</u>
- (1) <u>Standards.</u> Major Recreational Equipment in a residential district must conform to the following standards, in addition to the standards in Title 9 (Traffic and Transportation). These standards are enforceable against the property owner, the vehicle owner, and the vehicle possessor(s), joint and severally. For this purpose, the vehicle owner is presumed to be the registered owner, unless rebutted.

- (a) No Major Recreational Equipment may be used for living, sleeping, or housekeeping purposes, except that one major recreational vehicle not exceeding the limitations of 11-601.3 is allowed for occasional living purposes, not to exceed three days per 30 day period, to accommodate visitors, provided the vehicle is parked on private property.
- (b) Major Recreational Equipment stored outside must be in a condition for the safe and effective performance of its intended function or repaired to put such equipment in such condition. Equipment being repaired may not be stored longer than 20 days.
- (c) Maximum Number: Major Recreational Equipment is limited to two per residential dwelling unit, whether stored inside or outside a building.
- (d) Size limitations for Major Recreational Equipment parked or standing in residential districts more than 12 hours:
  - (i) <u>Maximum Height:</u> Thirteen and one half feet measured from the ground to the highest point on the vehicle at the recommended tire pressure. For the purposes of measuring height, all accessories, attachments, and material carried on the vehicle shall be considered part of the vehicle.
  - (ii) <u>Maximum Length:</u> Forty-five feet, measured from the longest point on the vehicle or, if a trailer, the horizontal distance between the front and rear edges of the trailer bed. For the purposes of measuring length, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.
  - (iii) <u>Maximum Width:</u> Eight and one half feet in width, measured from the widest point on the vehicle or, if a trailer, the horizontal distance between the left and right edges of the trailer bed. For the purposes of measuring width, all accessories, attachments, and material carried upon a vehicle is considered a part of the vehicle or trailer bed.
  - (e) Vehicles must be both operable and currently registered.
- [(f) The total number of trailers allowed stored outside on a residential property is two.]

#### Section 4. Revised City Code – 1982 Section 11-601.4 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

#### 11-601.4 <u>Number of Vehicles.</u>

- (1) The number of vehicles on a residential parcel may exceed by only two the number of persons with valid drivers licenses residing on the premises. The following vehicles shall be exempted from this requirement:
  - (a) Temporary visitor parking.
  - (b) Major Recreational Equipment.
  - (c) A maximum of two collector vehicles registered as pioneer, classic, collector or street rod vehicles. The collector plates must be displayed on the vehicle.
  - (d) Trailers, trucks, and other vehicles used in loading, unloading, maintenance, or construction on the premises. <u>The total number of trailers allowed stored outside on a residential property is two.</u>
    - (e) Two- or three-wheeled vehicles.

Section 5. Revised City Code – 1982 Section 11-1202.7 is hereby amended as follows:

(Deletions in brackets, additions double underlined)

11-1202.7 <u>Stall, Aisle, Stacking and Loading Space Dimensions.</u> Stall, aisle, stacking and loading spaces must be constructed to the following minimum specifications:

(1) <u>Standard Parking Stalls.</u>

				Bay Width	
Parking	Stall Width	Stall	Aisle Width	Interlock to	Wall to Wall
Angle	(Including	Length		Interlock	
_	Striping)				
90 degrees	nine feet	20 feet	24 feet	64 feet	64 feet
60 degrees	nine feet	20 feet	16 feet	55.5 feet	60 feet
45 degrees	nine feet	20 feet	16 feet	50.5 feet	57 feet
Parallel	eight feet	22 feet	12 feet (one	n/a	n/a
			way)		
			24 feet (two		
			way)		
Tandem	eight feet	25 feet	24 feet	n/a	n/a

Stall length for 90, 60, and 45 degree angles parking stalls may be reduced by the amount of the curb overhang up to a maximum of two feet.

- (2) Accessible Parking Stalls. Accessible parking spaces must be provided according to Chapter 1341 of Minnesota Rules (the Minnesota Accessibility Code).
- (3) Off-Street Loading or Stacking Space. An off-street loading or stacking space must be a minimum of 12 feet wide, 50 feet long and 15 feet high, unless the maximum size of trucks used does not necessitate such space.
- (4) Drive-Thru Stacking Space. A stacking space shall be a minimum of 12 feet wide and 20 feet long. Six stacking spaces are required per drive thru service window or wash bay.

Introduced this 3 <sup>rd</sup> day of December, 2013.		
Adopted this day of		
A DEPOS CITA	Tim Howe, Mayor	
ATTEST:		
Catherine M. Sorensen, City Clerk		



City Council Regular 13.

**Meeting Date:** 04/01/2014

**Subject:** Accept Petition for Public Improvements for Crescent Ponds 8th Addition and Order Feasibility

Study, Project 14-23

**Submitted For:** Kevin Kawlewski, City Engineer From: Cher Ridout, Admin Secretary II

#### **INTRODUCTION**

The Crescent Ponds subdivision is located in the southwest quadrant of the intersection of University Avenue and Main Street. The development of the original subdivision was initiated in 2009 with the last phase being constructed in 2010. The Developer has submitted a petition for the public improvement of sanitary sewer, watermain, storm sewer, street and sidewalk construction on the northern most cul-de-sac highlighted on the attached location map. The proposed project area is described as Outlot C, Crescent Ponds 4th Addition on the attached plat map. Due to the fact that this is currently an outlot, the Developer will be applying for a final plat which will be Crescent Ponds 8th Addition. Council is requested at this point to accept the petition and order preparation of the feasibility report.

#### **DISCUSSION**

In order for the Council to proceed with an improvement based on a petition, the petition must have signatures from a minimum of thirty-five (35%) of owners with property abutting the improvement area. In considering the adequacy of the petition, the entire parcel is under single ownership so this requirement is satisfied.

If the Council chooses to proceed with the petitioned improvements, the project would be completed in accordance with Minnesota State Statutes; Chapter 429 requirements utilized funding to be recovered through assessments to benefiting properties. The Council will need to authorize the completion of a feasibility study to continue the process. The feasibility study would evaluate the proposed improvement indicating in a preliminary manner whether the proposed improvement is necessary, cost effective and feasible from an engineering standpoint. The study will also determine if the project is best constructed by itself or in connection with some other improvement and the estimated costs and associated assessments.

#### RECOMMENDATION

It is recommended that Council adopt Resolution No.14-23(2) declaring adequacy of the petition and ordering the preparation of a feasibility report for the petitioned improvement.

#### **BUDGET IMPACT:**

As the proposed project will be completed by petition under Chapter 429 requirements, all costs incurred for the completion of the study and the project will be assessed back to the benefiting property owner.

#### **Attachments**

14-23 Petition

Location Map

Plat Map

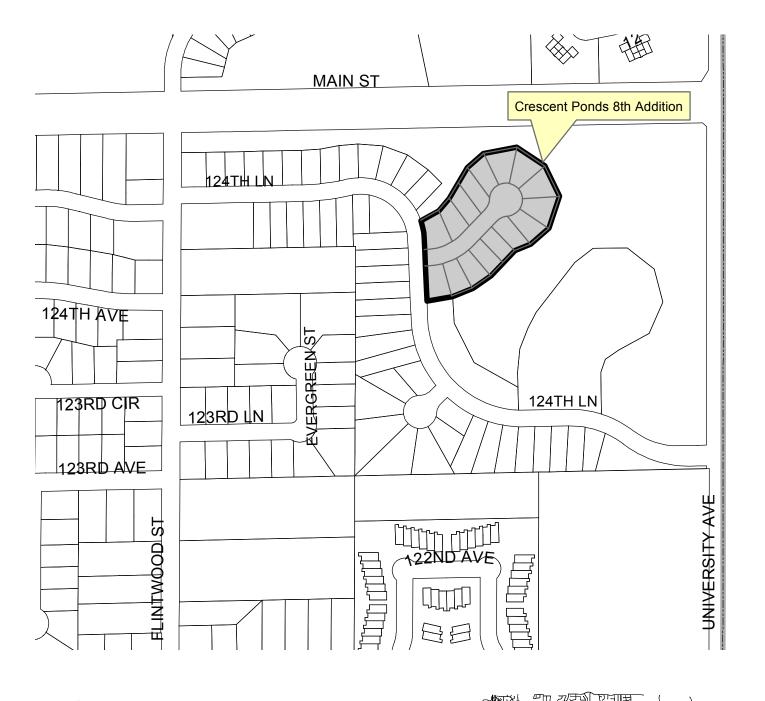
Resolution No. 14-23(2)



DATE: 7/26	114
CASE NO	
PROJECT NO.	14-23

City of Coon Rapids 11155 Robinson Drive Coon Rapids, MN 55433

	Mayor and City Councilmembers:			
	Mayor and City Councilmembers:  Signature Visiting, LLC, the owner of a councilmembers.	all the real property described below is petitioning		
	for the construction of San. Fan Sauce Waternain, St. (Sanitary Sewer, Waternain, St.)			
	at the following location(s) Course & Boxe	ls, 8" Add.		
	(Subdivision Name and General Loc			
Judin .	Developer and Owner)	grees to waive the public hearing requirement and		
	to accept the assessments of the entire costs involved in the construction of this project against our property.			
	Should the petitioner fail to see the project through to completion, the petitioner agrees to pay the City for all costs incurred in the production of reports, preliminary engineering and all other administrative or related costs up to the time at which the project is dropped at the request of the petitioner.			
	Additionally, Developer and Own	agrees to grant those er)		
	easements necessary in order to permit the construction	of this project.		
	The undersigned has full authority to sign this Agreem any costs incurred as a result of this Agreement.	ent and bind the fee title owner of the property to		
	<u>Developer</u>	Property Owner		
	Name: WHA Development, CCC -	Name: Jugachore Ventas, CCC		
	Name: WHA Development, CCC - Title: Clast Marlaye	Title: Clist very		
	Address: 7300 Mefro Blod, # 300	Address: 230 Might Blud, #300		
	Edine, Mrs 55439	Edina / her 55439		
	Phone: 982-897-1707	Phone: 952 - 897 - 1707		







500 Feet



UNICIAL PLAT

### **RESOLUTION NO. 14-23(2)**

# (2) RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING PREPARATION OF FEASIBILITY REPORT

1. A certain petition requesting the improvement of Crescent Ponds 8	th
Addition located at the corner of Main Street and University Avenue, by street and utili	ty
construction filed with the Council on the 1st day of April, 2014, is hereby declared to be signed	ed
by the required percentage of owners of property affected thereby. This declaration is made	in
conformity to Minnesota Statutes, Section 429.035.	

2. The petition is hereby referred to the City Engineering Division and the City
Engineering Division is hereby instructed to prepare and submit to the Council a feasibility
report indicating in a preliminary manner whether the proposed improvement is necessary, cost
effective, and feasible, whether it should best be constructed as proposed or in connection with
some other improvement, and the estimated cost of the improvement as recommended.

Adopted this 1st day of April, 2014.

Tim Howe, Mayor

ATTEST:

Catherine M. Sorensen, City Clerk



City Council Regular 14.

**Meeting Date:** 04/01/2014

**Subject:** PC 14-05, Site Plan and Conditional Use Permit, Parking Lot at 3848-3960 Coon Rapids Blvd,

Mercy Hospital

From: Scott Harlicker, Planner

#### **INTRODUCTION**

The applicant is requesting site plan approval and a conditional use permit to construct a parking lot at 3848 - 3960 Coon Rapids Boulevard.

#### **DISCUSSION**

#### Background

The applicant is proposing to construct a parking lot with 146 spaces. Also, as part of the project, they will be reconfiguring a portion of the existing parking lot of the office building at 3960 Coon Rapids Boulevard. The reconfiguration will better line up the driveways with those on the adjacent hospital property, reconfigure the handicapped parking and provide a better drop off area. This reconfiguration will create the net loss of 29 spaces on the office lot. Overall, between the new parking lot and the reconfigured existing lot, there will be a net gain of 117 parking spaces.

#### Site Plan Criteria

Sue Plan Crueria	
Required Finding - Chapter 11-325 - General Requirements for All Site Plans	Staff Analysis and Comments
(1) Be compatible with surrounding land uses	<b>OK</b> - The new parking lot will be made functionally part of the existing parking lot. A 30 foot wide landscaped buffer is provided between the parking lot and the adjacent residences.
(2) Preserve existing natural features whenever possible	<b>OK</b> - Existing trees will be preserved where possible.
(3) Achieve a safe and efficient circulation system	<b>OK</b> – The new driveways from Blackfoot align with the driveways for the hospital to provide safer intersections. The drive aisles from Blackfoot are intended to be the primary access points into the parking lot. There is a secondary access on to Yucca street. Traffic using this driveway will be limited to a right out only movement on Coon Rapids Boulevard. The internal drive aisles are a minimum 24 feet wide to provide for two way traffic. Cross access easement will have to be provided between the two property owners.
(4) Not place excessive traffic loads on local streets	<b>OK</b> – There will be a limited amount of traffic on to Yucca Street because of the right only turn on to Coon Rapids Boulevard. Most of the traffic will exit the site the way they came in, on Blackfoot to the signalized intersection with Coon Rapids Boulevard.

(5) Conform to the City's plans for parks, streets, service drives, and walkways	N/A-
(6) Conform to the City's Goals and Policies	<b>OK</b> - The proposed parking lot is an allowed use with a conditional use permit.
(7) Achieve a maximum of safety, convenience, and amenities	<b>OK</b> – Crosswalks provide pedestrian access across Blackfoot Street and from the parking lot to the entrance of the office building.
(8) Show sufficient landscaping	OK – See discussion below.
(9) Not create detrimental disturbances to surrounding properties	OK – The site plan provides a 30 foot wide landscaped buffer between the parking lot and the single family residences to the south. In addition to the new landscaping, 17 existing trees are being preserved in the buffer area. Site lighting will also be directed away from the residences.
(10) Meet Title 11	<b>OK</b> - No variances are requested. Parking lots are a conditional use in the PORTS.
(11) Show efforts to conserve energy whenever practical	<b>OK</b> - The applicant is incorporating Low Impact Design (LID) in developing their stormwater management plan.

### Compliance with Conditional Use Permit Standards, Chapter 11-304.3

Standards	Staff Comment
The use shall be in conformance with the City's Comprehensive Plan.	OK – The Comprehensive Plan has identified this site as Office
The use shall not be detrimental to the public health, safety or welfare.	<b>OK</b> – The proposed use will not create any effects that will be detrimental to the public health safety or welfare.
The use shall be compatible with the existing or intended character of the zoning district.	<b>OK</b> – The proposed use is compatible with the character of the district.
The use shall not depreciate property values.	<b>OK</b> – The proposed use will not depreciate the property value of the adjacent single family homes.
The use shall not produce dangerous or detrimental noises, glare, smoke, dust, odor, water pollution, vibration or other nuisances.	<b>OK</b> – The proposed use will not produce any public nuisance.
The use shall not create traffic congestion, unsafe access or inconvenience parking needs.	<b>OK</b> – The main entrance into the site is from Blackfoot Street, which is a signalized intersection with Coon Rapids Boulevard.
The use shall be served adequately by essential services.	<b>OK</b> – The essential services currently available to the site are sufficient to serve the proposed use.
The use shall not create excessive additional requirements at public cost for public facilities and services.	<b>OK</b> – The proposed use will not require additional public facilities or services.
The use shall preserve and incorporate the site's important natural features into the development design.	<b>OK</b> – The proposed use will preserve the existing vegetation when possible.
The use shall cause minimal adverse environmental effects.	<b>OK</b> – There will be no adverse environmental effects resulting from the proposed use. Stormwater will be managed with a low impact design management plan.

The Council may waive one or more of the above requirements provided they make a determination that the public interest is best served by such a waiver.	N/A

#### Landscaping

The proposed landscape plan meets or exceeds the landscaping requirements. Overstory trees and shrubs are provided along Coon Rapids Boulevard. A landscaped 30 foot wide buffer is provided along the single family homes to the south. The parking lot landscaping also complies with code. The applicant is preserving existing vegetation where possible. Four trees are being preserved along Coon Rapids Boulevard and 17 trees are being preserved in the buffer area.

#### Dimensional Flexibility

The applicant is requesting dimensional flexibility with respect to the required parking setback along Coon Rapids Boulevard. The required setback in the PORT district is 20 feet; the applicant is proposing 15.7 feet. The parking lot will be 26 feet from the existing trail and 60 feet from the roadway.

The applicant is requesting design flexibility under section 11-1003.16. Design flexibility may be approved provided the applicant demonstrates an alternative approach to meeting the design standards is necessary to respond to site conditions, will result in better integration of uses or additional public amenities, and will further the intent of this Section.

The flexibility is being requested to respond to the extra wide right-of-way along Coon Rapids Boulevard and to maintain the 30 foot buffer with the single family homes. The flexibility will allow for the development of shared parking and integration between the hospital and the adjacent office building. The applicant will be providing an environmentally friendly stormwater management system that incorporates multiple infiltration basins, in lieu of traditional ponds, in the buffer area and the setback area along Coon Rapids Boulevard. The Low Impact Design (LID) is a preferred method for managing runoff. The applicant is also providing for twice the required volume for stormwater runoff.

#### Planning Commission Meeting

At the Planning Commission meeting held on March 20 residents that own a house south of the project spoke at the public hearing. They were concerned about lighting and increased traffic on Yucca Street. The Commission explained that the zoning code has specific maximum standards regulating the level of lighting at the property lines. This project is well below the maximum allowed. The amount of traffic leaving the site via Yucca Street will be minor and will likely go out directly to Coon Rapids Boulevard. Several Commissioners, recognizing that the parking lot is an allowed use, believed that a parking lot along Coon Rapids Boulevard was not a preferred use. The Commission discussed the possibility of planting additional landscaping along the Boulevard. It was determined that the raingardens and utilities would limit that possibility. Additional landscaping was not proposed. The Commission also discussed the mix of existing landscaping and new landscaping proposed in the buffer area along the residences to the south. They thought it would be worthwhile for the City Forester to meet with staff and the applicant to evaluate the appropriate mix.

The Commission believed that design flexibility was warranted because of the actual distance between Coon Rapids Boulevard and the parking lot, the applicant is providing the 30 foot buffer and preserving existing landscaping within that buffer, and the proposed stormwater management plan is designed to handle more than twice the require volumn of runoff. The Commission voted 4:1 to recommend approval of the proposed parking lot with design

flexibility.

#### RECOMMENDATION

In Planning Case 14-05, the City Council approve of the site plan with design flexibility for the reduced setback along Coon Rapids Boulevard and the conditional use permit with the following conditions and findings:

#### Conditions of Approval

- 1. Compliance with Tile 11 of the City Code.
- 2. All comments of the City Engineer must be addressed.
- 3. The applicant must enter into a site security and development agreement with the City.
- 4. All comments from Anoka County Highway Department must be addressed.
- 5. Documentation that cross access easements have been provided between the two property owners.
- 6. The City Forester meet with City staff and the applicant to evaluate the appropriate mix of existing vegetation and proposed new landscaping within the buffer along the south property line.

#### Findings for Design Flexibility

- 1. The flexibility is needed to respond to the narrow site and provide the required buffer along the south property line. The applicant is providing a setback of 60 feet between the parking lot and Coon Rapids Boulevard.
- 2. The applicant will be providing an environmentally friendly stormwater management system that incorporates multiple infiltration basins, in lieu of traditional ponds, in the buffer area and the setback area along Coon Rapids Boulevard.
- 3. The flexibility provides better integration of uses in that the plan can accommodate Low Impact Designed stormwater management plan that will handle more than twice the required runoff volume.

#### **Attachments**

Location Map

**Applicant Narrative** 

Site Plan

**Grading Plan** 

Landscape Plan

City Engineer Comments



#### **Mercy Hospital Parking Expansion Narrative**

#### **Background:**

Recent proposed improvements at the Mercy Hospital campus, including the upcoming addition of the Mother Baby Center, have shifted the desired parking available to serve the Heart Center, Mother Baby Addition, and stand-alone Professional Building. Although an amicable, shared campus, a variety of property owners and facilities are essentially vying for the same stalls in closest proximity to their building entries. We have been working with representatives from each organization to prepare a suitable layout that best meets each of their needs given the limited site area available.

#### **Site Layout:**

The proposed parking improvements results in a net increase of 117 stalls for the entire campus, and shifts the majority of the parking for the Professional Building farther to the east. The proposed layout provides a variety of improvements for the campus including:

- 1. The new entrances to the east parking will align with recently approved improvements at the new Mother Baby Center making general traffic and turning movements more obvious and safe.
- 2. The new parking will be used primarily for the Professional Building patients and staff, but the accessible parking will continue to be available at the locations closest to the front door.
- 3. An existing drop-off lane in front of the professional building is maintained for easy curbside delivery of patients.
- 4. Current parking stalls, located farther south of the Professional Building, will be now be primarily used by the Mother Baby and Heart Center.

#### **Applicable Ordinances:**

The proposed project meets the majority of the applicable ordinances. Expansion of the parking generally requires the following:

- 1. A 30' setback from the adjoining residential lots to the south. YES.
- 2. A minimum of 22' wide landscaped yard along Coon Rapids Boulevard. YES
- 3. Miscellaneous requirements for parking and drive aisle dimensions. YES
- 4. Miscellaneous requirements for open space and parking island areas. YES
- 5. A minimum 20' setback from the Coon Rapids Boulevard right-of-way. NO
- 6. No lighting fixture can create more than three foot-candles of light intensity at the property line. YES

#### **Flexibility Requested:**

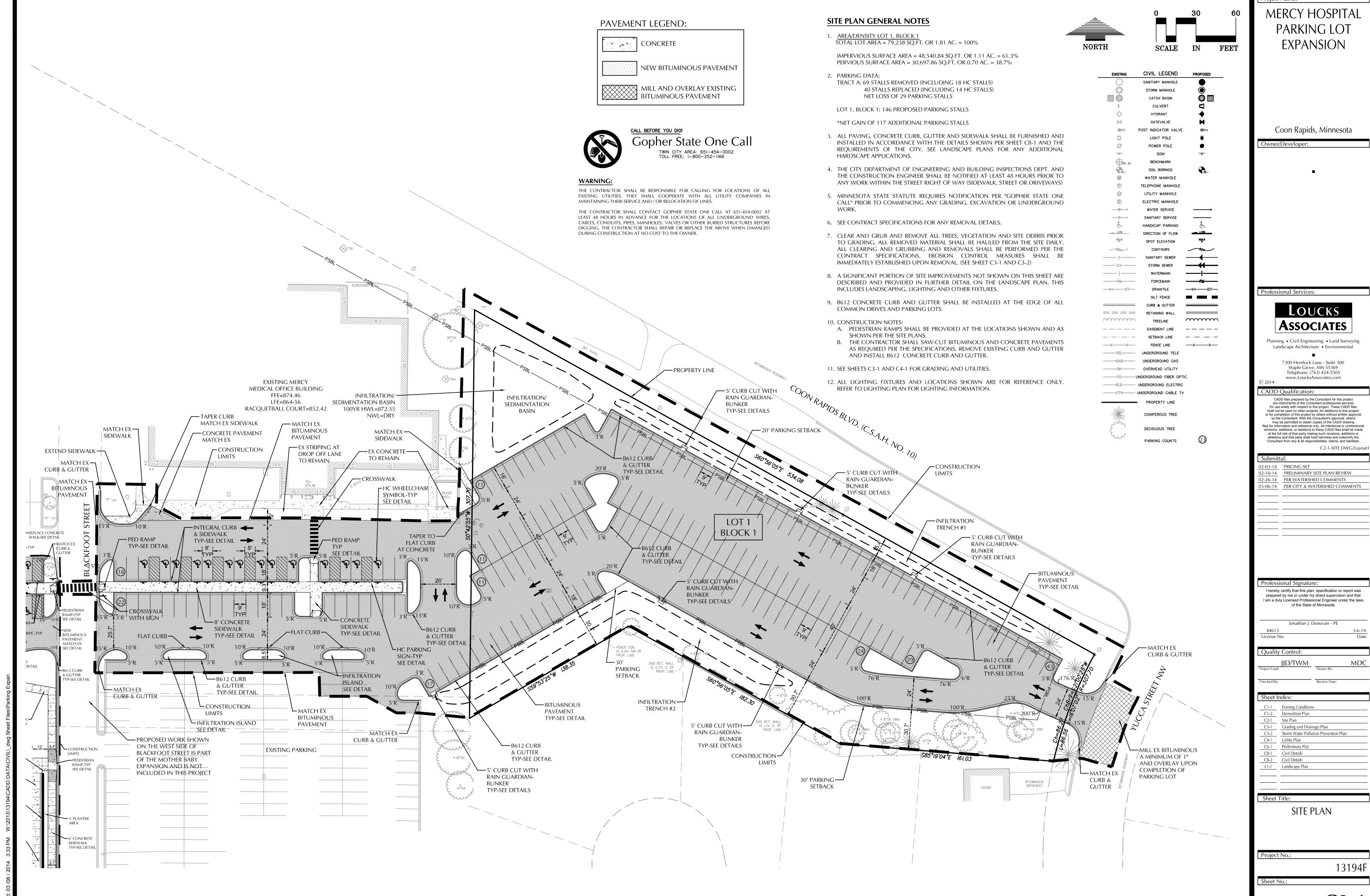
Although our layout has a landscape yard at least 26' from the sidewalk (4' deeper than required), the geometry along Coon Rapids Boulevard allows for only a 15' wide setback from the right-of-way line. We attribute this to the extra wide buffer between the current sidewalk and the property line. The Owner and design team believes that maintaining the required setback to the residential properties was more important than additional buffer to Coon Rapids Boulevard, which is what the current plan reflects. No other flexibility is required or being requested at this time.

The Owner has provided multiple infiltration basins as part of this project to manage the storm water runoff in lieu of traditional storm water ponds. Infiltration of storm water is consistent with the U.S. EPA Low Impact Development (LID) and Coon Creek Watershed District as a strategy to promote the natural movement of storm water. The City and Watershed District require that a volume be provided to store the runoff from the 1" rain event. The volume require to store the 1" rain event is 0.087 ac-ft. The basins that have been provided have a storage volume of 0.184 ac-ft. The amount of volume provided is 2 times more than the required volume. The infiltration basin will allow for the recharge of groundwater something a traditional storm water pond is not effective at.

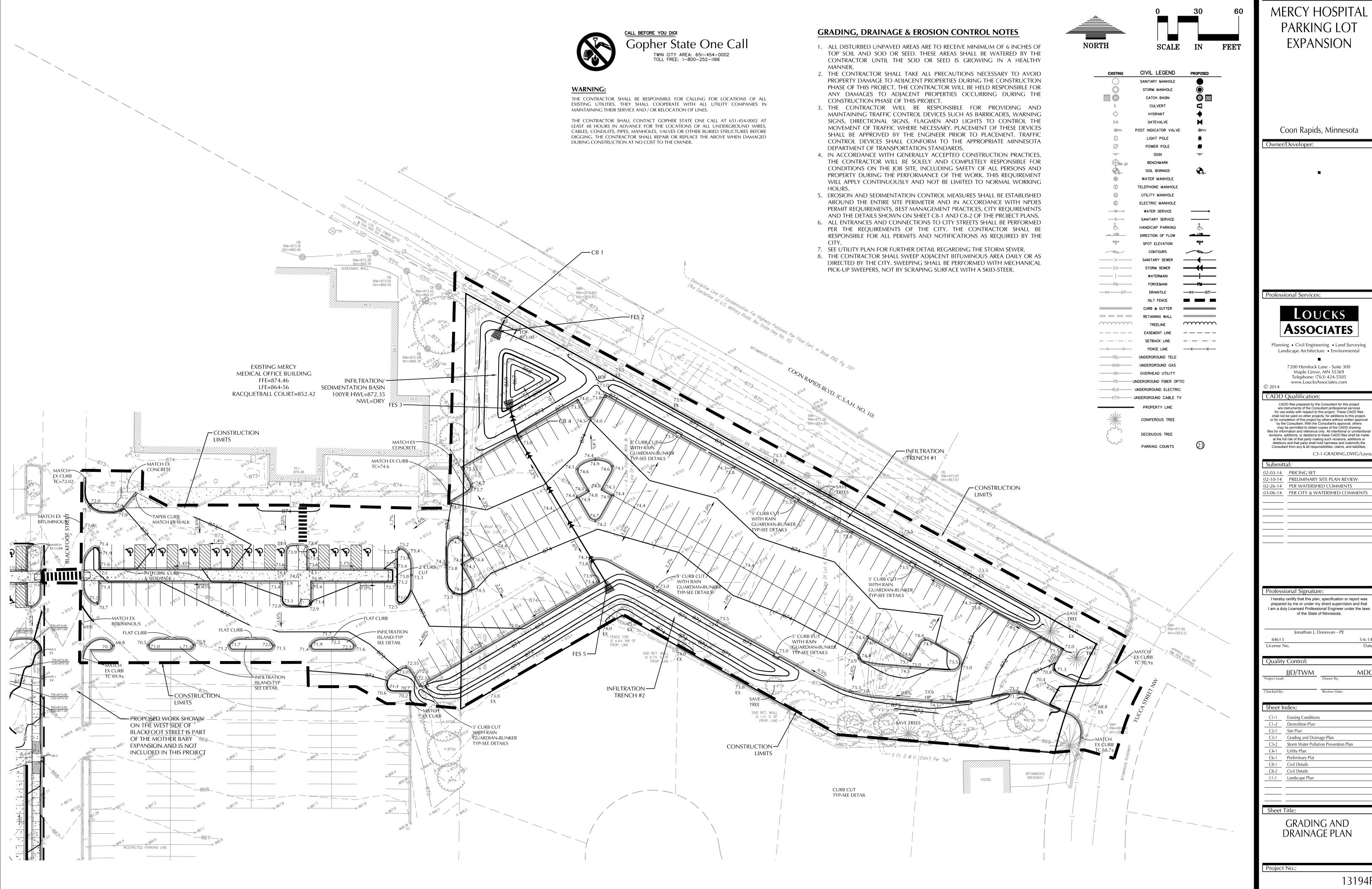
#### **Benefits to the City and Surrounding Neighborhood:**

Our plan includes a number of features that are beneficial to the medical campus, as well as the surrounding neighborhood. The benefits include:

- 1. More clear automobile circulation and wayfinding.
- 2. Increased, and better distributed, parking.
- 3. Landscape parking islands in excess of the City requirements.
- 4. Significant landscaping on the north including shrubs, new tree plantings, and naturalized stormwater infiltration areas.
- 5. Significant landscaping to mitigate any effect on the neighboring properties to the south including deciduous overstory, ornamental, and coniferous trees. Existing fences are already found on the adjoining lots.
- 6. Eco-friendly stormwater management techniques using a variety of smaller infiltration basins in lieu of one large storm pond. This type of design is consistent with the U.S. EPA and Coon Creek Watershed District as a Low Impact Design (LID).
- 7. Storage volume provided for infiltration is over 2 times the amount required.
- 8. The current lighting plan indicates only 0.1 foot-candles at the north and south property line. This far exceeds the City of Coon Rapids allowable light pollution of up to 3 foot-candles at any property line.



C2-



MERCY HOSPITAL PARKING LOT

Coon Rapids, Minnesota

Owner/Developer:

## Loucks **ASSOCIATES**

Planning • Civil Engineering • Land Surveying Landscape Architecture • Environmental 7200 Hemlock Lane - Suite 300 Maple Grove, MN 55369 Telephone: (763) 424-5505

www.LoucksAssociates.com

CADD files prepared by the Consultant for this project are instruments of the Consultant professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintention revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the

C3-1-GRADING.DWG/Layout1

-14 PRELIMINARY SITE PLAN REVIEW 2-26-14 PER WATERSHED COMMENTS 3-06-14 PER CITY & WATERSHED COMMENTS

rofessional Signature I hereby certify that this plan, specification or report was

Jonathan J. Donovan - PE

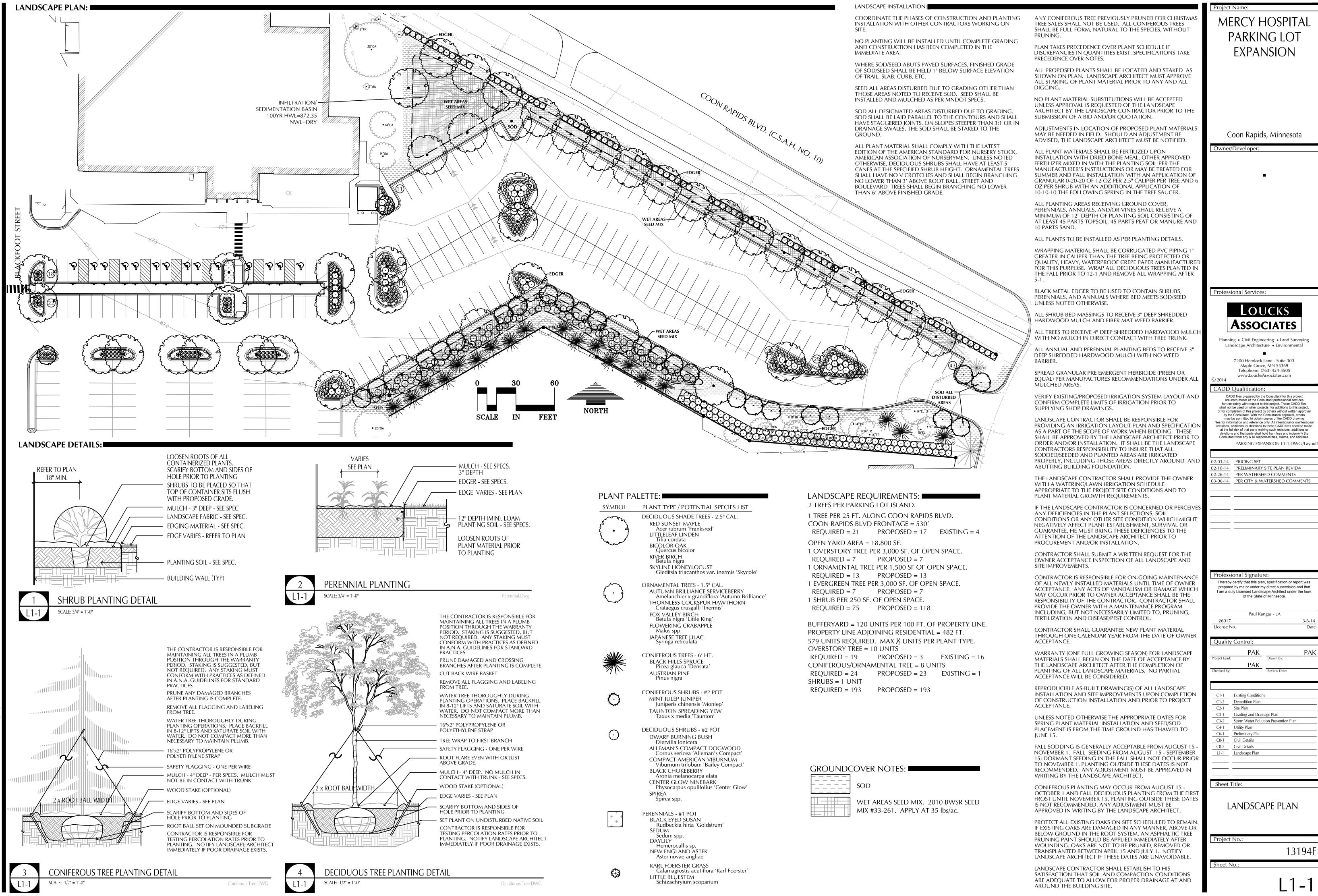
Grading and Drainage Plan

Storm Water Pollution Prevention Plan

Landscape Plan

**GRADING AND** DRAINAGE PLAN

13194F



evisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions of

PARKING EXPANSION L1-1.DWG/Layout1

3-06-14 PER CITY & WATERSHED COMMENTS



TO: Scott Harlicker, City Planner

FROM: Kevin Kawlewski, City Engineer

SUBJECT: Preliminary Site Plan Review

Mercy Hospital Parking Lot Expansion 4050 Coon Rapids Boulevard NW

DATE: March 6, 2014

The following comments are based on a review of the preliminary site plans for the proposed Mercy Hospital parking lot expansion at 4050 Coon Rapids Boulevard NW prepared by Loucks & Associates dated 02/10/14. The project generally includes the construction of a 45,000 square foot parking lot on four vacant lots adjacent to the east property line of the hospital south of Coon Rapids Boulevard. The project generally includes surface improvements with infiltration basins around the edges of the lot and also with basins on interior traffic islands. Based on my review and discussions with John Donovan at Loucks & Associates, Inc., I would offer the following comments:

#### SHEET C2-1

- 1. The north curb line of the new parking lot is inside of the parking setback lines. The designer has been made aware of this and that they will be requesting dimensional flexibility for the design based on added stormwater management features.
- 2. In general, the improvements shown on the west side of Blackfoot Street that are being constructed with the Mother Baby Center should shaded so it is clear this is not part of the parking lot project.
- 3. Yucca Street NW from the south edge of the new driveway entrance to Coon Rapids Boulevard should be edge-milled and overlayed as part of the project rather than patching for the curb cut.

#### SHEET C4-1

1. Due to the shallow cover over the pipe between the infiltration basins, this pipe should be RCP versus HDPE to minimize the potential for the pipe being crushed.

#### STORM WATER MANAGEMENT

- 1. The plans currently show vegetated infiltration basins on both the north and south side of the proposed parking lot. In addition, based on the review by Coon Creek Watershed, the interior islands in the parking lot are also proposed to be vegetated infiltration basins.
- 2. The hydrology report submitted will be modified to account for the added infiltration basins. Based on discussions with the Loucks, the site will provide on-site storage and treatment for a 25-year event, which is twice the amount required by Coon Creek Watershed. This will provide a substantial benefit to the City due to minimized storage and maintenance requirements of City owned facilities downstream.

3. Coon Creek has reviewed the hydrology and will be granting approval.

The plans are preliminary and not for construction. Further reviews of the plan will be necessary as the project continues to move further along in the process but there are no immediate concerns from Engineering based on the preliminary plans. Please feel free to contact me with any questions or concerns that you may have.

Cc: Tim Himmer, Public Works Director John Donovan, Loucks and Associates



City Council Regular 15.

**Meeting Date:** 04/01/2014

**Subject:** PC 14-06 Preliminary and Final Plat, Mercy Hospital Addition, Coon Rapids Boulevard and

Yucca Street, Mercy Hospital

**From:** Scott Harlicker, Planner

#### INTRODUCTION

The applicant is requesting preliminary and final plat approval for Mercy Hospital Addition. The proposal is a replat of five existing lots into one lot.

#### **DISCUSSION**

#### <u>Analysis</u>

The subject property is 1.82 acres in size and has frontage on Coon Rapids Boulevard and Yucca Street. The plat is being proposed in conjunction with a site plan application and conditional use permit for a parking lot. The plat includes five lots and plats them as one lot.

The parcel meets the dimensional requirements of the PORT district.

#### Park Dedication

The requirement for park dedication is found in the Subdivision Regulations. The intent of park dedication is to offset the additional demand on park facilities that result from new development triggered by the subdivision. A typical subdivision creates new lots and therefore opportunities for new development. In this case, the applicant is not creating new lots; they are actually re-platting the property to reduce the number of lots. There will be no new development opportunities that result from this plat; the parking lot project is proposed separately from the re-plat and the re-plat is not for the purpose of subdividing or creating separate, buildable lots. Staff is recommending that park dedication not be a condition of approval for this plat.

#### Existing Easements

There are several existing drainage and utility easements that are being vacated. These easements are no longer needed and should be replaced with appropriate easements on the new plat.

#### Planning Commission Meeting

At the Planning Commission meeting held on March 20 no one spoke at the public hearing. The Commission voted unanimously to recommend approval of the plat.

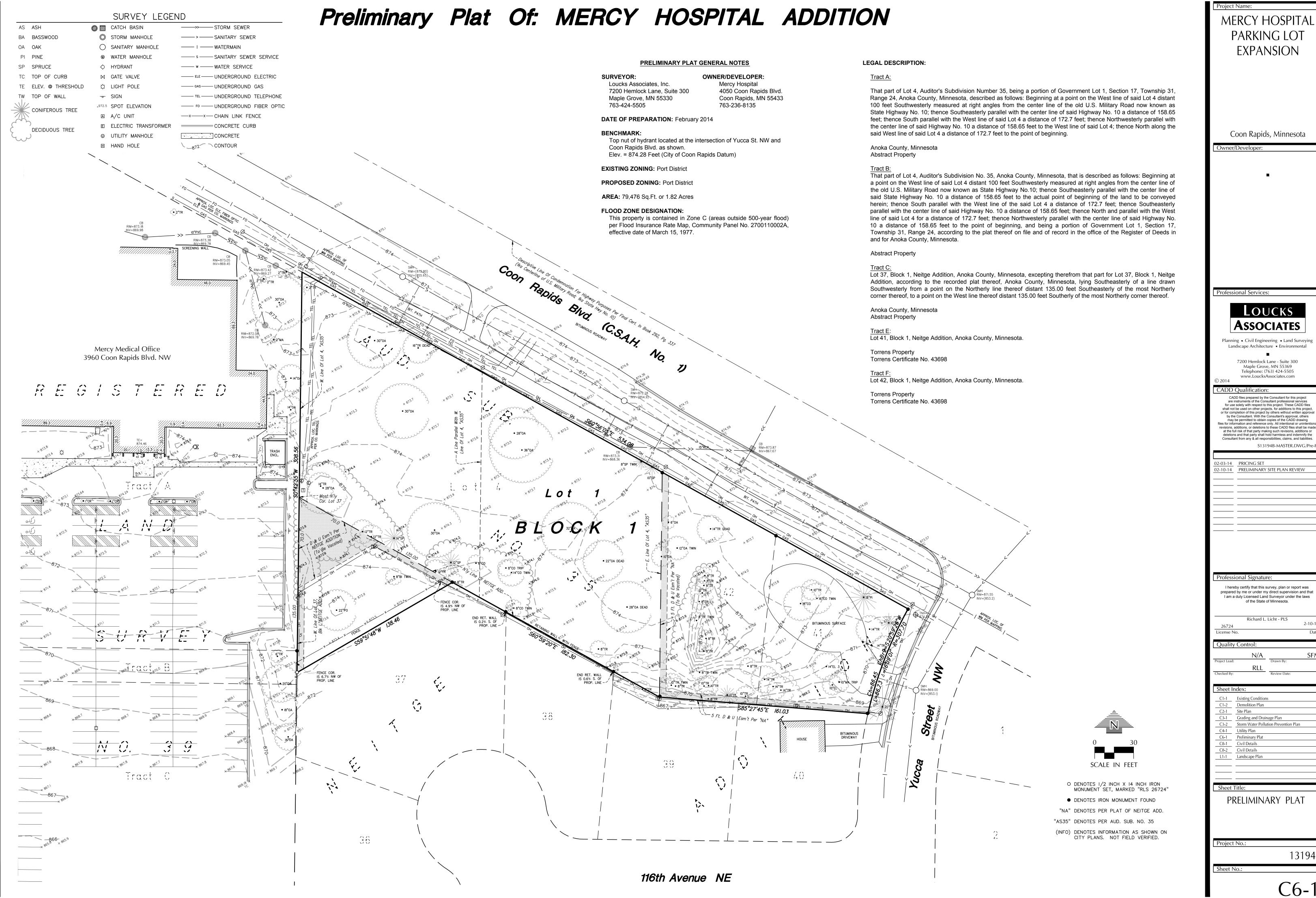
#### RECOMMENDATION

In Planning Case 14-06, the City Council approve the preliminary and final plat for Mercy Hospital Addition with the following conditions:

- 1. All comments of the City Engineer be addressed.
- 2. All comments of Anoka County Highway Department be addressed.
- 3. The drainage and utility easements noted on the preliminary plat must be vacated and replaced with appropriate easements per the City Engineer.

<u>Location Map</u> <u>Preliminary Plat</u>		<u>Attachments</u>	
Preliminary Plat	Location Map		
	Preliminary Plat		
Final Plat	Final Plat		





**EXPANSION** 

Coon Rapids, Minnesota

Loucks **ASSOCIATES** 

> 7200 Hemlock Lane - Suite 300 Maple Grove, MN 55369

Telephone: (763) 424-5505 www.LoucksAssociates.com

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S13194B-MASTER.DWG/Pre-Plat

Professional Signatur I hereby certify that this survey, plan or report was

Grading and Drainage Plan Storm Water Pollution Prevention Plan

PRELIMINARY PLAT

13194F

# MERCY HOSPITAL ADDITION

City Of Coon Rapids County Of Anoka Sec 17, Twp 31, Rng 24

**KNOW ALL PERSONS BY THESE PRESENTS**: That Mercy Hospital, a Minnesota non-profit corporation, owner of the following described property:

That part of Lot 4, Auditor's Subdivision Number 35, being a portion of Government Lot 1, Section 17, Township 31, Range 24, Anoka County, Minnesota, described as follows: Beginning at a point on the West line of said Lot 4 distant 100 feet Southwesterly measured at right angles from the center line of the old U.S. Military Road now known as State Highway No. 10; thence Southeasterly parallel with the center line of said Highway No. 10 a distance of 158.65 feet; thence South parallel with the West line of said Lot 4 a distance of 172.7 feet; thence Northwesterly parallel with the center line of said Highway No. 10 a distance of 158.65 feet to the West line of said Lot 4; thence North along the said West line of said Lot 4 a distance of 172.7 feet to the point of beginning.

Together with:

That part of Lot 4, Auditor's Subdivision No. 35, Anoka County, Minnesota, that is described as follows: Beginning at a point on the West line of said Lot 4 distant 100 feet Southwesterly measured at right angles from the center line of the old U.S. Military Road now known as State Highway No.10; thence Southeasterly parallel with the center line of said State Highway No. 10 a distance of 158.65 feet to the actual point of beginning of the land to be conveyed herein; thence South parallel with the West line of the said Lot 4 a distance of 172.7 feet; thence Southeasterly parallel with the center line of said Highway No. 10 a distance of 158.65 feet; thence Northwesterly parallel with the West line of said Lot 4 for a distance of 172.7 feet; thence Northwesterly parallel with the center line of said Highway No. 10 a distance of 158.65 feet to the point of beginning, and being a portion of Government Lot 1, Section 17, Township 31, Range 24, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

Together with:

Lot 37, Block 1, Neitge Addition, Anoka County, Minnesota, excepting therefrom that part for Lot 37, Block 1, Neitge Addition, according to the recorded plat thereof, Anoka County, Minnesota, lying Southeasterly of a line drawn Southwesterly from a point on the Northerly line thereof distant 135.00 feet Southeasterly of the most Northerly corner thereof, to a point on the West line thereof distant 135.00 feet Southerly of the most Northerly corner thereof.

Together with:

Lot 41, Block 1, Neitge Addition, Anoka County, Minnesota.

Together with:

Lot 42, Block 1, Neitge Addition, Anoka County, Minnesota.

Has caused the same to be surveyed and platted as MERCY HOSPITAL ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as shown on this plat.

In witness whereof said Mercy Hospital, a Minnesota non-profit corporation, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of , 201 .

## MERCY HOSPITAL

\_\_\_\_\_

(signature)

STATE OF M

STATE OF MINNESOTA COUNTY OF

This instrument was acknowledged before me this

Hospital, a Minnesota non-profit corporation, on behalf of the corporation.

(signed)

(printed)
Notary Public, \_\_\_\_\_County, Minnesota
My Commission expires \_\_\_\_

#### SURVEYOR CERTIFICATE

I, Richard L. Licht, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

### CITY COUNCIL OF COON RAPIDS, MINNESOTA

This plat of MERCY HOSPITAL ADDITION was approved and accepted by the City Council of the City of Coon Rapids, Minnesota at a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_\_, 201\_\_\_, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council of the City of Coon Rapids, Minnesota

By \_\_\_\_\_\_, Mayo

## PLANNING COMMISION OF COON RAPIDS, MINNESOTA

This plat of MERCY HOSPITAL ADDITION was approved by the Planning Commission of the City of Coon Rapids, Minnesota at a regular meeting held this \_\_\_\_\_ day of 201

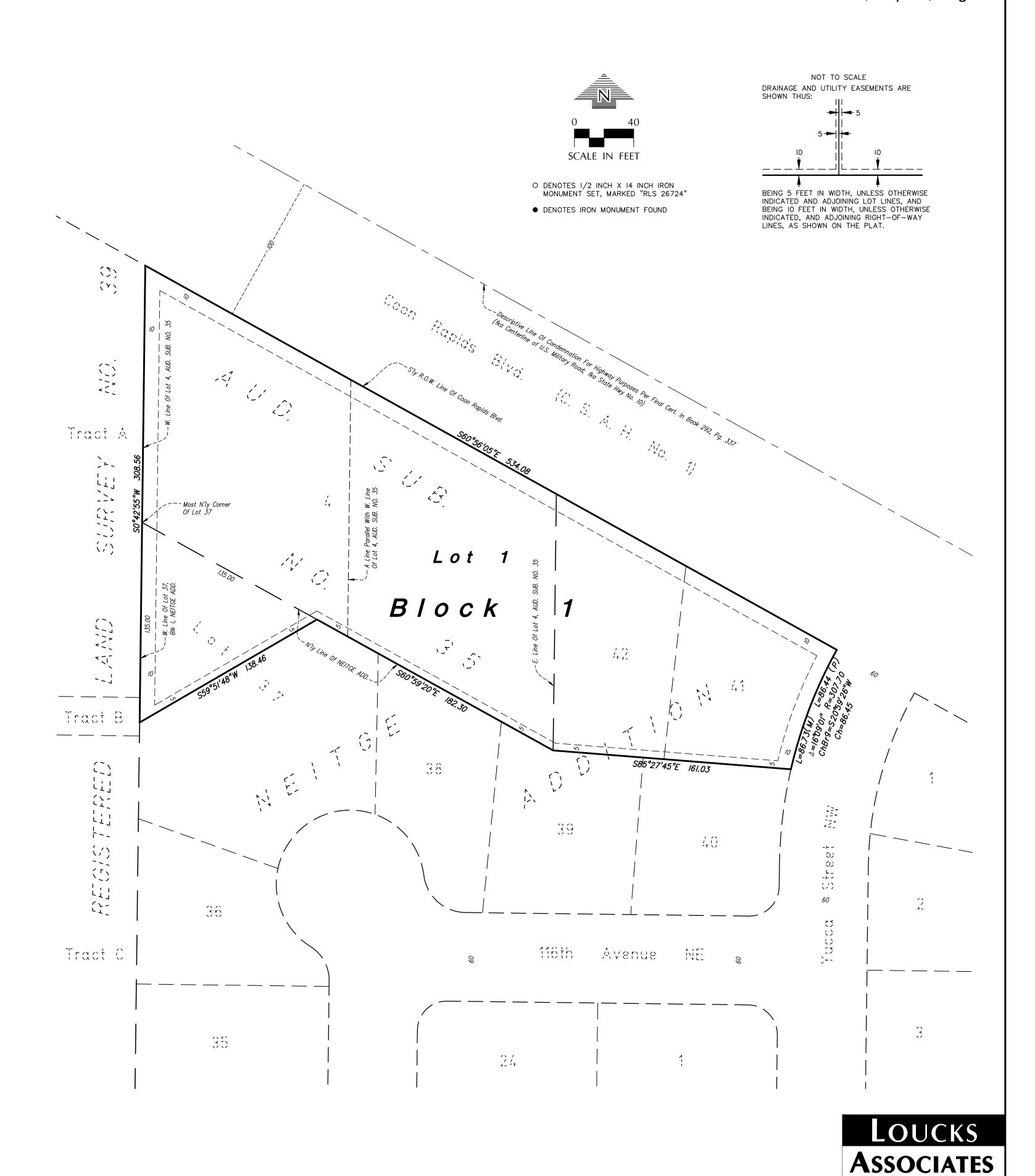
Planning Commission of the City of Coon Rapids, Minnesota

y \_\_\_\_\_, Chairman , Secretary

## COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this \_\_\_\_\_ day of

Larry D. Hoium, Anoka County Surveyor





City Council Regular 16.

**Meeting Date:** 04/01/2014

**Subject:** PC14-07, Site Plan approval to allow design flexibility for an overall sign package for Mercy

Hospital, 4050 Coon Rapids Blvd

**From:** Scott Harlicker, Planner

#### INTRODUCTION

The applicant is requesting design flexibility to implement an overall signage plan for the Mercy Hospital campus. Flexibility with regard to several standards is being requested, specifically for sign area size, for five directional signs, and for height for the monument sign.

#### **DISCUSSION**

#### Background

The hospital is updating the existing signage within the hospital complex. The sign package will provide a uniform consistent design throughout the complex that has a modern and high tech appearance. The update includes replacing 15 signs and removing six. The applicant is requesting design flexibility to allow a monument sign that exceeds the maximum height requirement and allow five directional signs that exceed the square footage requirement. The bronze background with white lettering is similar design to the office sign recently approved across the street on the north side of Coon Rapids Boulevard.

The proposed directional signs are not the typical sign on a post. These signs are monument style and are the same design as the larger monument sign along Coon Rapids Boulevard. Sign area for a typical directional sign is measured by taking the square footage of the area around the lettering. However, since these are monument style, the sign area is calculated differently. Sign area for monument signs includes the sign base as well as the lettering, resulting in a much higher number than the traditional sign on a post.

#### Monument Sign

The maximum height allowed for a monument sign is 10 feet, the applicant is proposing a 15 foot high sign. The sign is 92 square feet in size, the maximum allowed is 100 square feet. The propose sign is replacing two existing signs. One sign is a 17 foot tall pylon sign located along Coon Rapids Boulevard, the other is 10 feet tall and is located near the proposed site of the new sign. The location of the new sign is identified on the site plan as B1.5.

#### **Directional Signs**

There are five directional signs that exceed the square footage requirement; two signs are located along Dakotah Street and three are internal to the site, along the main driveway. The signs are the same design as the monument signs. They range in size from 27 square feet to 15 square feet.

#### Dakotah Street Directional Signs

There are two directional signs along Dakotah Street. One sign is for the Emergency Room and the other is for the ambulance entrance. The Emergency Room sign is 27 square feet and the ambulance sign is 17 square feet. The

Emergency Room sign is shown as B2.3 on the site plan and the ambulance entrance is shown as B4.4. These signs are the same design as the larger monument sign.

#### Internal Directional Signs

There are three internal directional signs located along the main driveway into the hospital. They are the same design as the other signs and are 15 square feet in size. These signs are identified as B4N.6, B4N.8 and B4N.10. It is likely that if these signs were the typical directional sign on a post the information could be displayed in an area less than eight square feet.

The applicant is requesting design flexibility under section 11-1003.16. Design flexibility may be approved provided the applicant demonstrates an alternative approach to meeting the design standards is necessary to respond to site conditions, will result in better integration of uses or additional public amenities, and will further the intent of this Section.

Because of the amount of information that has to be displayed, the applicant is requesting the taller monument sign out front of the hospital. It is essential that traffic coming to the hospital have legible directions to get where they need to go. The sign is replacing two existing signs, one of which is taller than the one being proposed. The sign is setback farther from the street than the taller sign it is replacing. That, along with the fact that the hospital building and skyway provide a backdrop to the sign, will reduce the impact. There will also be 200 square feet of landscaping around the base of the sign.

By granting flexibility for the directional signs, the hospital will be allowed to update the hospital complex signage in a uniform and consistent manner. The signage will better integrate traffic and direct it to the appropriate locations and are necessary to respond the site's large size. People will see the uniform design of the sign and know that they are within the Mercy Hospital complex.

#### Planning Commission Meeting

At the Planning Commission meeting held on March 20 no one spoke at the public hearing. The Commission explained that they liked the design of the signs and the size of the signs are appropriate to the size of the building and the size of the campus. The Commission voted unanimously to recommend approval of the request for design flexibility.

#### **RECOMMENDATION**

In Planning Case 14-07 the City Council approve the request for design flexibility to allow a 15 foot tall monument sign and five directional signs that exceed eight square feet based on the following findings:

- 1. The applicant demonstrated that the modification is necessary to respond to site conditions. The large building and the amount of information that has to be displayed creates the need for a taller sign to ensure that lettering is legible.
- 2. The larger signs will result in better integration of uses. The signs can better direct traffic into and around the site.
- 3. The placement of the monument sign further away from Coon Rapids Boulevard and the fact the hospital building and skyway provide a backdrop for the sign will mitigate potential adverse effects of the taller sign.
- 4. The uniform design of the signs will help people identify that they are on the Mercy Hospital complex and not an adjacent site.

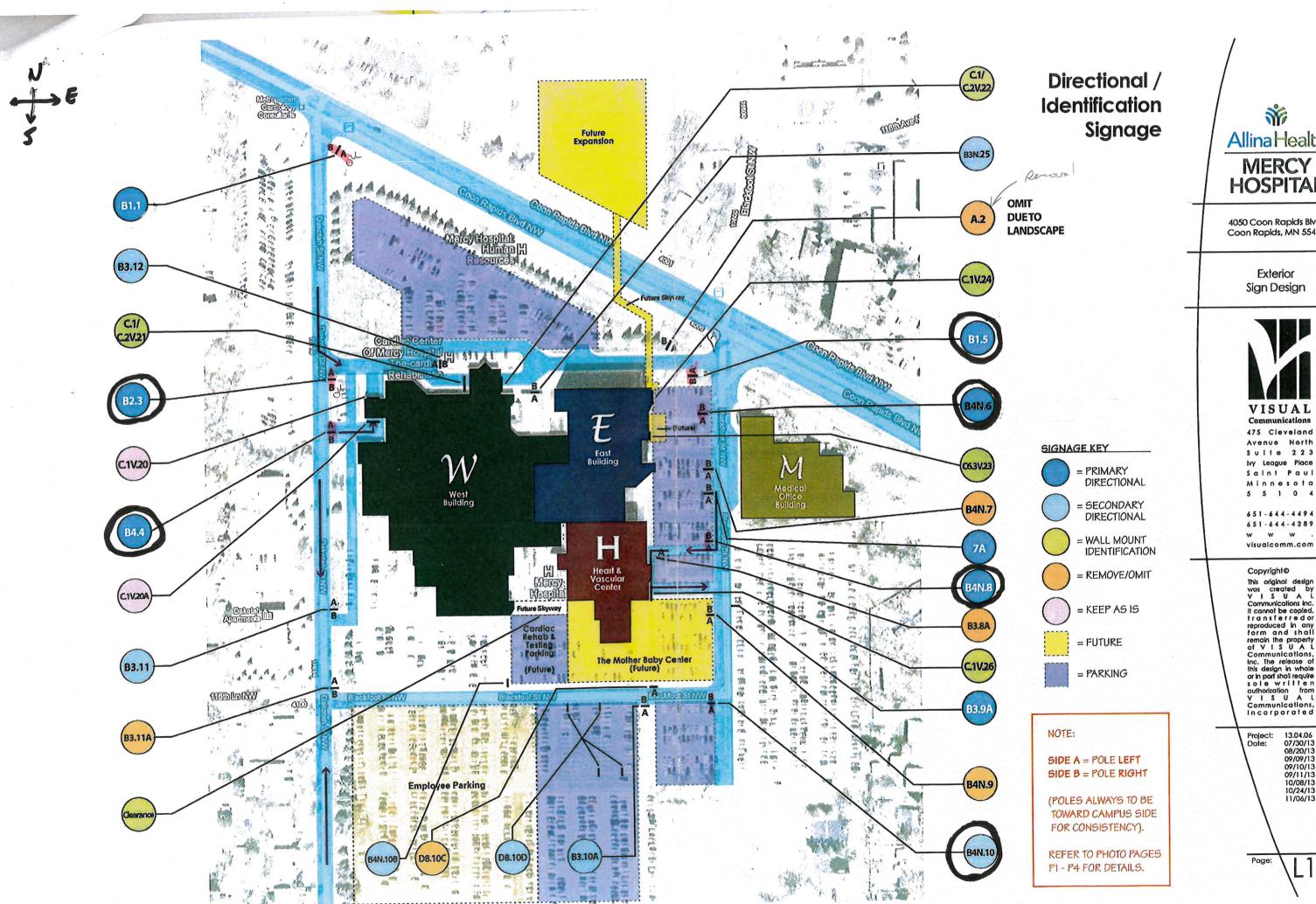
#### **Attachments**

Location Map
Site Plan
Monument Sign
Emergency Room Sign

# Ambulance Entrance Sign Main Driveway Directional Signs

## Location Map





\* **Allina** Health MERCY HOSPITAL

4050 Coon Rapids Blvd. Coon Rapids, MN 55433

> Exterior Sign Design



VISUAL

475 Cleveland Avenue North Sulte 223 lvy League Place Saint Paul Minnesota

651-644-4494 651-644-4289

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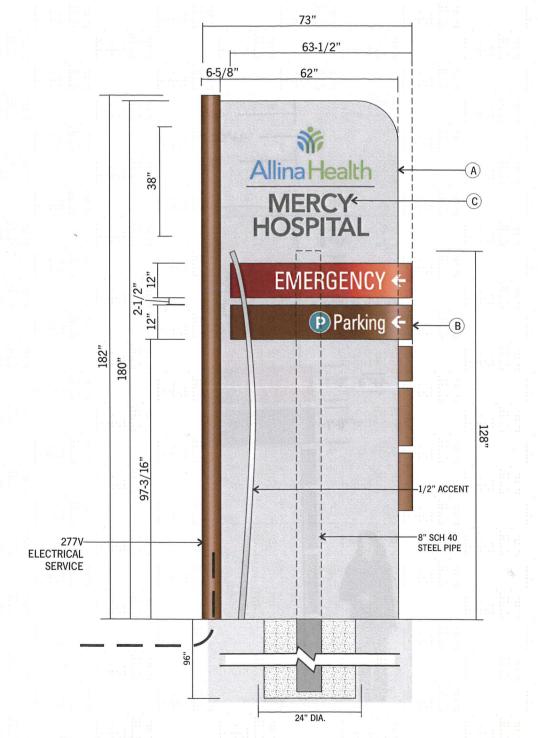
> 13.04.06 07/30/13 cc 08/20/13 jy 09/09/13 nv 09/10/13 nv 09/11/13 nv 10/08/13 nv 10/24/13 nv 11/06/13 nv



Scale: 3/8"=1'-0"

17-1/2"

12-1/4"





**Large Double Face Directional** 

(A) Cabinet FABRICATED ALUMINUM CABINET W/ .125 ALUMINUM FACES PAINTED MP74935 GREY (PMS 428C) SUPER SATIN CLEAR - ANTI-GRAFFITI

B Directional Pans
FABRICATED .125 ALUMINUM ROUTED AND BACKED W/
WHITE LEXAN - PAINTED MATTHEWS AZTEC COPPER - EMERGENCY PANS - FABRICATED ACRYLIC 230-33 RED TRANSLUCENT FACE RETURNS PAINTED AZTEC COPPER

C Logo

3/8" CLEAR ACRYLIC BACKED W/ WHITE TRANSLUCENT "ALLINA LOGO" ALLINA STANDARD TRANS. VINYL "MERCY HOSPITAL" ALLINA STANDARD CUSTOM PERF.

**Electrical Requirements** 

63' WHITE VL PLUS LONG LED MODULES (2) MOD 60 DRIVERS 2.0A @ 277V

Install DIRECT EMBED Project:

Mercy Hospital

Designer: CH

Job Number: 51376-01

Date: 02.03.14

Rev. 1:

Rev. 2:

Rev. 3:

Rev. 4: Rev. 5:

archetype

9635 Girard Ave S. Minneapolis, Minnesota 55431

952 641 9600

archetypesign.com

Contact:

**Brad Babcock** 952 641 9606 bradb@archetypesign.com

Approved:

Туре: В1.5

Description:

Directional - Illuminated

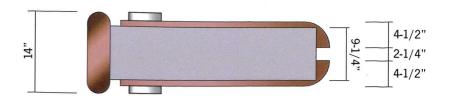
Double Face

Elevation Side A

End View: Street Side Scale: 3/8"=1'-0" Scale: 3/8"=1'-0"

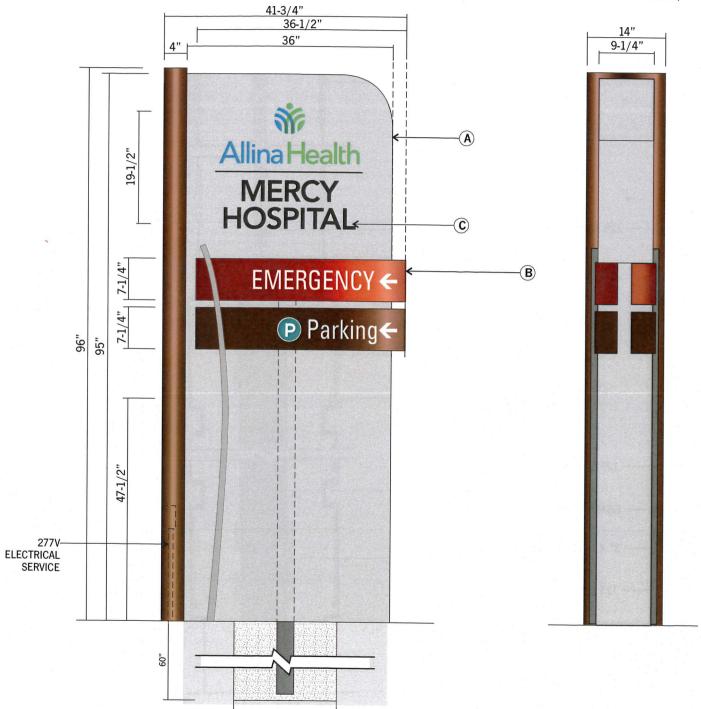
**Elevation Side B** 

Scale: 3/8"=1'-0"



Elevation Side A

Scale: 3/4"=1'-0"



18" DIA.



#### **Medium Double Face Directional**

(A) Cabinet FABRICATED ALUMINUM PAN PAINTED MP74935 GREY (PMS 428C) SUPER SATIN CLEAR - ANTI-GRAFFITI

B Directional Pans FABRICATED .125 ALUMINUM ROUTED AND BACKED W/ WHITE LEXAN - PAINTED MATTHEWS AZTEC COPPER

© Logo 3/8" CLEAR ACRYLIC BACKED W/ WHITE TRANSLUCENT "ALLINA LOGO" ALLINA STANDARD TRANS. VINYL "MERCY HOSPITAL" ALLINA STANDARD CUSTOM PERF.

#### **Electrical Requirements**

63' WHITE VL PLUS LONG LED MODULES (2) MOD 60 DRIVERS 2.0A @ 277V

Install DIRECT EMBED Project:

Mercy Hospital

Designer: CH

Job Number: 51376-02 Date: **02.04.14** 

Rev. 1:

Rev. 2:

Rev. 3:

Rev. 4: Rev. 5:



9635 Girard Ave S. Minneapolis, Minnesota 55431

952 641 9600

archetypesign.com

Contact: **Brad Babcock** 952 641 9606

bradb@archetypesign.com

Approved:

Type: **B2.3** Description:

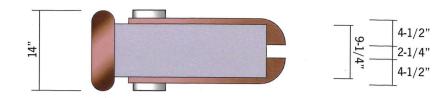
Medium Double Face Directional - Illuminated

End View: Street Side
Scale: 3/4"=1'-0"

Scale: 3/4"=1'-0"

Elevation Side B

Scale: 3/4"=1'-0"



Scale: 3/4"=1'-0"







## 2 End View: Street Side Scale: 3/4"=1'-0" 3 Elevation Side B

#### **Medium Double Face Directional**

(A) Cabinet FABRICATED ALUMINUM PAN PAINTED MP74935 GREY (PMS 428C) SUPER SATIN CLEAR - ANTI-GRAFFITI

(B) Directional Pans FABRICATED .125 ALUMINUM ROUTED AND BACKED W/ WHITE LEXAN - PAINTED MATTHEWS AZTEC COPPER

© Logo ROUTED AND BACKED W/ 3/16 2447 ACRYLIC "ALLINA LOGO" ALLINA STANDARD TRANS. VINYL
"MERCY HOSPITAL" ALLINA STANDARD CUSTOM PERF.

**Electrical Requirements** 

63' WHITE VL PLUS LONG LED MODULES (2) MOD 60 DRIVERS 2.0A @ 277V

Install DIRECT EMBED

Scale: 3/4"=1'-0"

#### Project:

Mercy Hospital

Designer: CH

Job Number: 51376-03

Date: **02.04.14** 

Rev. 1:

Rev. 2:

Rev. 3: Rev. 4:

Rev. 5:

archetype

9635 Girard Ave S. Minneapolis, Minnesota 55431

952 641 9600

archetypesign.com

Contact: Brad Babcock 952 641 9606

bradb@archetypesign.com

Approved:

Туре: В4.4

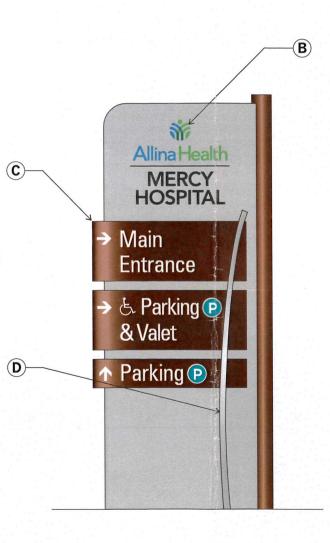
Description: Small Double Face Directional - Illuminated

Page: **4.1** 



Scale: 3/4"=1'-0"





1 Elevation

Scale: 3/4"=1'-0"

2 Elevation

Scale: 3/4"=1'-0"

#### D/F Small Non-Illum. Directional

(A) Cabinet Body
.125 ALUMINUM SKIN W/ ALUMINUM CHANNEL BODY PAINTED MP74935 GREY TUBE PAINTED MATTHEWS AZTEC COPPER CAPPED TOP SUPER SATIN ANTI-GRAFITTI CLEAR COAT

B Logo ALLINA STANDARD 3M CUSTOM VINYL

(C) Directional Panel FABRICATED ALUMINUM ROLLED PANEL PAINTED MATTHEWS AZTEC COPPER W/ 280-10 WHITE REFLECTIVE COPY

(D) Accent Bar 1/2" ALUMINUM BAR PAINTED BRUSHED ALUMNIUM VHB TAPE TO DIRECTIONAL PANEL

> Install DIRECT EMBED

Project:

Mercy Hospital Coon Rapids, MN

Designer: CH

Job Number: 51376-04

Date: **01.21.14** 

Rev. 1: Rev. 2:

Rev. 3:

Rev. 4: Rev. 5:



9635 Girard Ave. S Minneapolis, Minnesota 55431

952 641 9600

archetypesign.com

Contact: **Brad Babcock** 952 641 9606 bradb@archetypesign.com

Approved:

Type: **B4.N** 

Description: Small Directional Non-Illuminated



City Council Regular 17.

**Meeting Date:** 04/01/2014

**Subject:** Adopt Assessments for Reconstruction of the Intersection of Crooked Lake Boulevard and

Northdale Boulevard, Project 12-29

**Submitted For:** Tim Himmer, Public Works Director **From:** Cher Ridout, Admin Secretary II

#### **INTRODUCTION**

Anoka County is planning to reconstruct the intersection of Crooked Lake Boulevard (CSAH 18) and Northdale Boulevard (CSAH 11) this summer. The project was originally scheduled for construction in the summer/fall of 2013, but based upon the timing and potential traffic impacts at this busy intersection near several local school the City requested the schedule be reviewed to limit such impacts. Anoka County was successful in receiving concurrence from Federal funding to delay the project until 2014. City Council approved the project in 2013 and conducted a public hearing and assessment hearing on May 21, 2013. Council is now requested to adopt the assessments for the project.

#### **DISCUSSION**

On April 16, 2013, City Council approved a Joint Powers Agreement (JPA) with Anoka County for reconstruction of the intersection of Crooked Lake Boulevard and Northdale Boulevard. Anoka County has jurisdiction over the east and south legs of the intersection and the north and west legs fall under City jurisdiction. The project extends on Northdale Boulevard from approximately 500 feet west of Crooked Lake Boulevard to Bittersweet Street and on Crooked Lake Boulevard from the Burlington Northern railroad crossing to 117th Lane. Improvements include adding turn lanes at all four legs of the intersection and replacing the existing traffic signal.

Crooked Lake Boulevard was originally constructed in 1982 and Northdale Boulevard was originally constructed in 1988. Northdale Boulevard between 124th Avenue and Crooked Lake Boulevard was reconstructed by the City in 2012. That project was ended approximately 500 feet west of Crooked Lake Boulevard to accommodate the future roadway widening and turn lane additions anticipated with the County's project. The segment of Northdale Boulevard would be reconstructed while the other three legs of the intersection would be widened and resurfaced.

City policy calls for an assessment to be levied against properties that benefit from the proposed street improvements. There are two commercial properties located on the west side of Crooked Lake Boulevard that are proposed to be assessment for this project. Since the project was ordered (and the assessment hearing held) in 2013 the assessments would fall under the 2013 rates, which were \$40.48 per front foot for commercial property.

The project was bid by Anoka County in January, and the total construction cost of the improvement is \$865,700. This amount is approximately 10% higher than the engineer's opinion of probable costs that was developed over a year ago, which can be attributed to the bidding delay. Based upon the previously approved JPA for the project the City's portion of the costs will be \$85,800, which is approximately \$6,500 more than previously anticipated.

#### RECOMMENDATION

It is recommended the Council adopt Resolution No. 12-29(12) adopting the assessments.

### **BUDGET IMPACT:**

The total construction costs for the project are \$865,700, with the City's share being \$235,900. The total amount to be assessed is \$37,646.60. The balance of the City's cost would be recovered from Federal funds in the amount of \$150,100 and Municipal State Aid funds in the amount of \$48,100.

#### **Attachments**

Resolution 12-29(12)
Proposed Improvements
Benefiting Map

#### **RESOLUTION NO. 12-29(12)**

#### (12) RESOLUTION ADOPTING ASSESSMENT

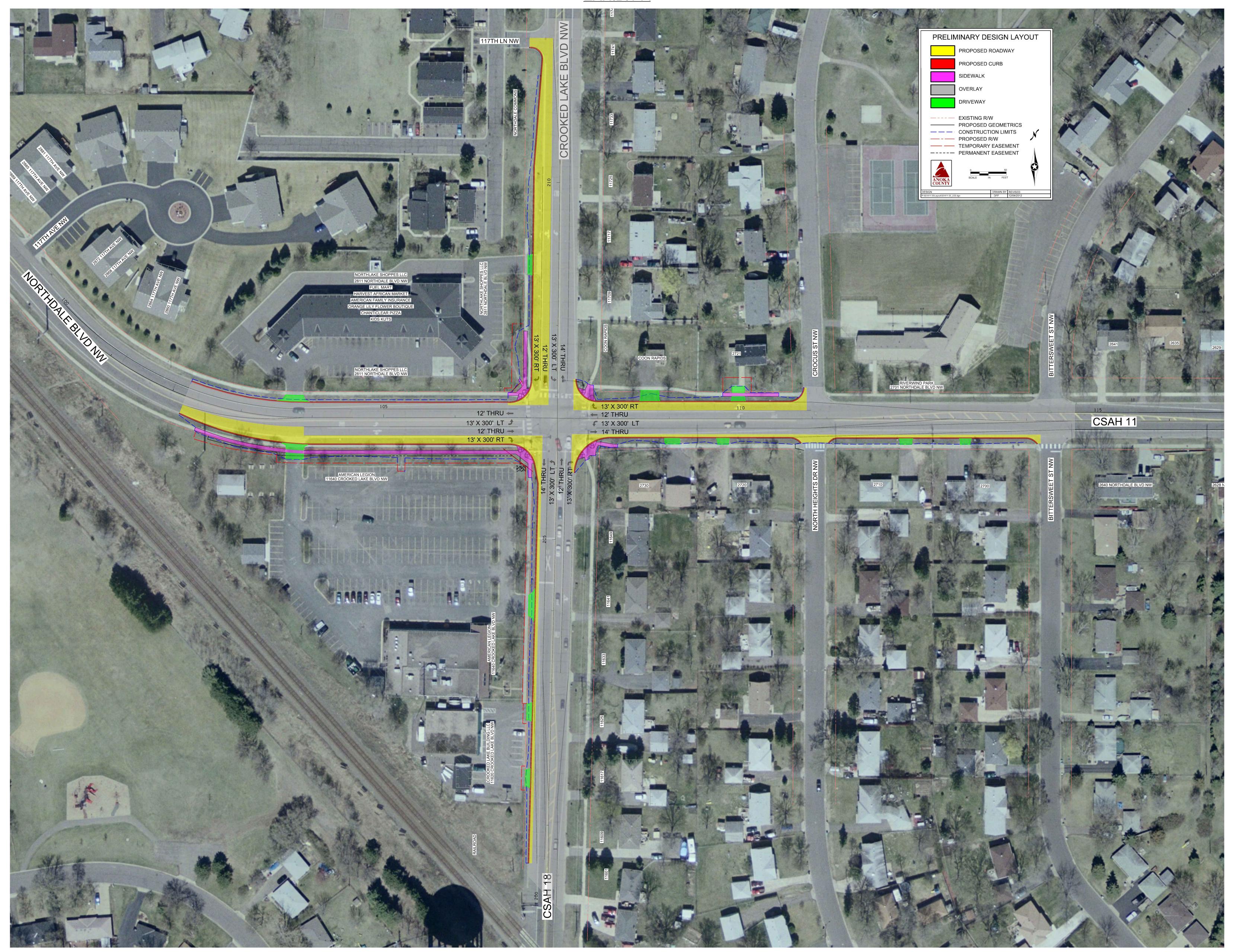
- WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of the intersection of Crooked Lake Boulevard and Northdale Boulevard by reconstruction of the intersection; and
- **WHEREAS,** the City of Coon Rapids expects to reimburse all or a portion of the project expenditures with the proceeds of debt to be incurred by the City; and
- **WHEREAS,** this declaration is made pursuant to Section 1.103-18 of the Income Tax Regulations of the Internal Revenue Service.

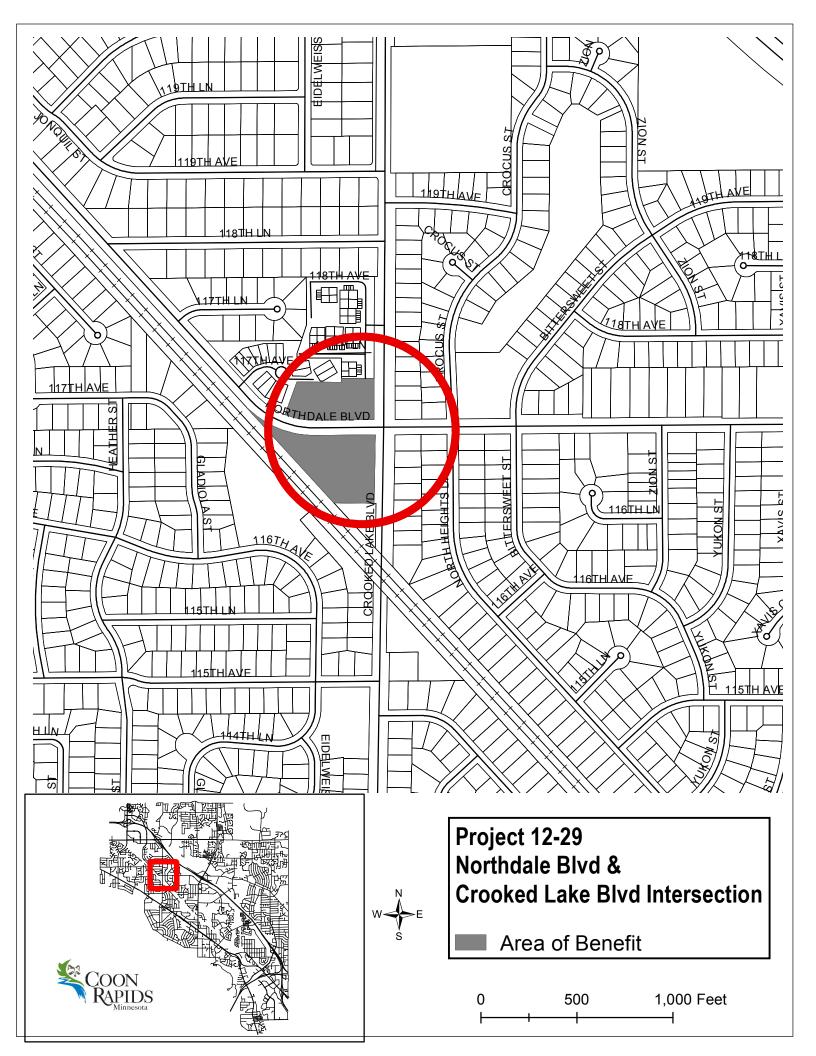
#### NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF COON RAPIDS, MINNESOTA:

- 1. Such proposed assessment is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefitted by the proposed improvement in the amount of the assessment levied against it.
- 2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, beginning the first Monday in January, 2015 and shall bear interest at the rate of 2.7% per annum from the date of the adoption of this assessment Resolution.
- 3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Property Records and Taxation Division, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this Resolution; and the owner may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid. Such payment must be made before November 14 or interest will be charged through December 31 of the next succeeding year.
- 4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Property Records and Taxation Division to be extended on the proper tax lists of the County, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

	Tim Ham Mana	
	Tim Howe, Mayor	
ATTEST:		
Catherine M. Sorensen, City Clerk		

Adopted this 1st day of April, 2014.







City Council Regular 18.

**Meeting Date:** 04/01/2014

**Subject:** Update to Policy Establishing Public Purpose Expenditures

From: Matt Stemwedel, Assistant City

Manager

#### INTRODUCTION

The City Council is asked to consider a resolution updating a City policy that establishes the parameters for certain public purpose expenditures for City employees and officials.

#### **DISCUSSION**

Minnesota statute establishes that public funds can only be spent if the expenditure meets a public purpose and the expenditure relates to the governmental purpose for which the entity was created. The meaning of "public purpose" continues to evolve; however, the Minnesota Supreme Court has generally concluded that "public purpose" means an activity that meets all of the following standards:

- The activity will benefit the community as a body.
- The activity is directly related to functions of government.
- The activity does not have as its primary objective the benefit of a private interest.

The City first adopted a policy to establish guidelines for certain public purpose expenditures in 2002. This policy was subsequently updated in December of 2006, April of 2007 and December of 2007. City staff has found it necessary to update the policy at this time to better reflect current and anticipated future practices.

The significant changes to this policy are as follows:

- Under "Meals and Refreshments, item i: "Light breakfast for annual all employee meeting and recognition event," was added. This event replaces an annual luncheon for employees who have achieved a years of service milestone or some other special achievement during the year. The purpose of the new event is to allow the City Manager to provide a "State of the City Address" as well as recognize important employee achievements.
- Under Employee Recognition Program: This program has been converted from the City providing a "small appreciation gift" selected by an employee from a catalogue to the City simply providing the value of the award as additional cash compensation. The value of the award is taxed as additional compensation; however, a survey of employees showed that this was preferred to choosing a gift out of a catalogue. The value of the award is proposed to increase by \$1.00 for every year of service since this value has not been increased since 2007. For example, the five-year service award value would be \$55.00 rather than \$50.00.
- Under Annual Business Appreciation Day: the City has not held this event for a number of years. However, staff is recommending that the language remain as Council has recently indicated a desire to re-establish an event of this type.
- Out of State Travel for Elected Officials: Staff is recommending that this policy, which is currently included as a part of the Public Purpose Expenditure policy, become a standalone policy that is considered by Council at a later date.

#### RECOMMENDATION

Staff recommends that the City Council consider adopting Resolution 14-53, updating the City's Administrative Order relating to Public Purpose Expenditures.

### **BUDGET IMPACT:**

The costs associated with the programs and events are included as individual line items adopted in the annual budget.

#### **Attachments**

Resolution 14-53, Public Purpose Expenditures

Administrative Order - Public Purpose Expenditures

#### **RESOLUTION 14-53**

## RESOLUTION UPDATING THE ADMINISTRATIVE ORDER ESTABLISHING PUBLIC PURPOSE EXPENDITURES

- WHEREAS, pursuant to the statutes and laws of the State of Minnesota which permit and require the expenditure of public funds to be for public purposes, the City Council believes it necessary and appropriate to establish policy to set the parameters for certain public purpose expenditures; and
- **WHEREAS,** the City Council finds that minimal expenses related to certain meals and refreshments, an employee recognition program, an employee wellness program, special events, and for memberships and dues serve a public purpose in attracting, retaining, and motivating employees; and
- **WHEREAS,** the City Council finds that minimal expenses related City participation in certain community events, volunteer recognition and City commissioner recognition serve a public purpose by maintaining and improving community pride and by recognizing individuals for their contributions to the City; and
- **WHEREAS,** the City Council finds that Administrative Order Public Purpose Expenditures is appropriate and in the best interest of the City of Coon Rapids and its citizens.
- **NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Coon Rapids, Minnesota, that the Council concurs with, supports, and approves the update to the Administrative Order titled "Public Purpose Expenditures," attached hereto as Exhibit A, which establishes guidelines for public purpose expenditures to and on behalf of City employees and elected officials.

Adopted by the Coon Rapids City Council this 1st day of April, 2014.

	Tim Howe, Mayor	
ATTEST:		
Cathy Sorensen, City Clerk		

**Subject: Fiscal Control** 

#### PUBLIC PURPOSE EXPENDITURES

The following items are deemed to be valid City expenditures by the Coon Rapids City Council, provided there are funds available for these expenditures. These public purpose expenditures may be considered additional compensation for employees.

#### Meals and Refreshments

The City Council recognizes there are times when City business occurs during meal hours. Additionally, there are public and employee meetings and events where refreshments add to the success of the meeting or event. The following items are deemed to meet the Council definition of public purpose expenditures pertaining to food and meals.

- a. Coffee, rolls, and juice for the City's annual Cleanup Day event;
- b. Dinner for commission members, staff members, and their guests who attend the biennial Commission Appreciation Dinner;
- c. Meals and refreshments provided for officials at the City/County annual meeting or the Council/staff annual goal-setting workshop;
- d. Recognition events for departing Councilmembers prior to a Council meeting;
- e. Meals provided to guests attending Mutual Aid meetings;
- f. The annual Police Reserves dinner;
- g. A dinner meal for staff during the performance of election duties on Election Day;
- h. Refreshments during periodic staff training sessions;
- i. Light breakfast for annual all employee meeting and recognition event;
- j. Meals during meetings when it is necessary or appropriate for conducting business over meal times.

#### Employee Recognition Program

The City Council believes it is important to recognize employees for their years of dedicated service to the citizens of Coon Rapids through an employee recognition program. The Council further recognizes the benefits of attracting, retaining, and motivating employees by rewarding their efforts in providing excellent customer service to Coon Rapids residents and the general public. The recognition program applies to regular full and part-time employees and includes the following service awards for continuous years of service:

Years of	Value of
Continuous	Service
Service	Award
5 years	\$55.00
10 years	\$110.00
15 years	\$165.00
20 years	\$220.00

Years of	Value of
Continuous	Service
Service	Award
25 years	\$275.00
30 years	\$330.00
35 years	\$385.00
40 years	\$440.00

Amended: April 1, 2014 Page 1 of 2

### ADMINISTRATIVE ORDERS

**Subject: Fiscal Control** 

The value of these awards is considered additional compensation and is taxed accordingly. To recognize employees for special efforts and contributions, the City Manager may approve expenditures for pins, plaques and other gift items of nominal value to reward quality work and exceptional performance.

#### Employee Worksite Health Promotion Program

The City Council supports a Worksite Health Promotion Program for the overall work and life satisfaction of employees and for the potential long-term impact in reducing absenteeism, health insurance costs, workers' compensation costs, and short and long-term disabilities. The Worksite Health Promotion Program is designed to offer educational programs and health risk assessments to employees to educate them about the importance of diet, fitness, and health. This program is administered by an employee committee (known as the Well is Fun Committee) and Human Resources. Portions of this program may be considered additional compensation for employees and will be taxed appropriately. The costs of the program are included as separate line items in the Human Resources budget, which is approved annually by the City Council.

#### **Annual Business Appreciation Day**

The City Council supports the participation of City officials and staff in the City of Coon Rapids Annual Business Appreciation Day at the City-owned Bunker Hills Golf Course and approves of expenditures for the golf outing and dinner for Councilmembers and management staff.

#### Special Events

The City Council approves of expenditures for special events such as Nite to Unite, Safety Camp, Fourth of July celebration, volunteer recognition dinners, and any other events that involve and invite participation by the general public. Expenditures may include meals, participation fees, T-shirts, and other sundry items of nominal value.

#### Membership and Dues

The City Council has determined that the City may fund memberships and dues in professional and community organizations when the purpose is to promote or improve the City's interests and not personal interest or gain.

Amended: April 1, 2014 Page 2 of 2



City Council Regular 19.

**Meeting Date:** 04/01/2014

**Subject:** Re-appropriation of 2014 General Fund Contingency

**Submitted For:** Sharon Legg, Finance Director From: Fran Hanson, Accounting Supervisor

#### INTRODUCTION

Labor and benefits for 2014 should be allocated to the General Fund activities. All 2014 contracts have now been settled.

#### **DISCUSSION**

Re-appropriation to the personal services line item is now being requested based on the 2014 labor contracts and approved salary adjustments. Resolution 14-52 reappropriating the personal services line item to the General Fund activities is attached for Council consideration. The allocation totals \$567,613 which includes the 2014 cost of living increases, 2014 insurance contribution changes, and the non union salary increases based on the completion of the City compensation study. The resolution moves funds from the contingency account to individual activities within the General Fund for budgetary purposes.

#### RECOMMENDATION

Staff recommends that Council adopt Resolution No.14-52 providing reappropriation of the 2014 General Fund contingency.

#### **Attachments**

14-52

#### **RESOLUTION 14-52**

## RESOLUTION PROVIDING REAPPROPRIATION OF THE 2014 GENERAL FUND CONTINGENCY

- **WHEREAS**, Section 1-700 of the City Charter provides for a contingency appropriation as a part of the budget and the subsequent reappropriation of the contingency appropriation; and
- WHEREAS, the 2014 adopted General Fund budget included a contingency appropriation; and
- **WHEREAS**, all changes to be covered under the 2014 labor contracts and the wage schedule for unrepresented employees are now known.
- **NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Coon Rapids hereby authorizes the reappropriation of the 2014 contingency to the General Fund activities as follows:

#### 2014 BUDGET ADJUSTMENTS

101	LEGISLATIVE CONTROL	971
102	BOARDS AND COMMISSIONS	150
103	LEGAL SERVICES	4,058
104	<b>ELECTIONS &amp; VOTER REGISTRATION</b>	297
121	MAINT OF OFFICIAL RECORDS	13,081
122	INFORMATION	5,034
123	MANAGEMENT	5,118
124	LICENSING	456
141	PERSONNEL	4,043
142	FINANCE & ACCOUNTING	25,847
143	INFORMATION TECHNOLOGY	17,355
144	GENERAL REVENUE COLLECTIONS	2,818
147	PROPERTY APPRAISAL	9,702
148	PURCHASING	2,311
149	PAYROLL	2,066
201	COURT CASE/PREPARATION	25,226
202	INVESTIGATION/NON	22,299
203	PREVENTATIVE PATROL/TRAFFIC	158,967
204	ACCIDENT REDUCTION PROJECT	796
205	ANIMAL CONTROL	983
206	SCHOOL LIAISON/COMM EDUCATION	15,965
207	DRUG ENFORCEMENT AND EDUCATION	12,926
208	EMERGENCY OPERATION/PLANNING	1,088
221	FIRE PREVENTION	6,920
222	FIRE TRAINING	6,304
223	FIRE SUPPRESSION	58,474
224	RESCUE AND FIRST AID	12,919
225	FIRE INVESTIGATION	679
251	EMPLOYEE SAFETY	354
320	CIVIC CENTER	1,182
324	SENIOR CITIZENS CENTER	6,983

401	PLANNING	13,533
407	CODE ENFORCEMENT	13,913
421	BUILDING INSPECTION	30,399
500	SNOW REMOVAL	4,378
501	STREET MAINTENANCE	13,341
503	STREET LIGHT MAINTENANCE	318
506	CENTRAL GARAGE/VEHICLE MAINT	26,130
507	PUBLIC BUILDING MAINTENANCE	4,460
508	GIS	5,123
509	ENGINEERING MAINT SERVICES	57
510	PARKS & GROUNDS MAINTENANCE	28,141
511	SIDEWALK MAINTENANCE	472
514	ADULT SOFTBALL PROGRAM	418
515	INDOOR SKATING	(2,156)
516	OUTDOOR SKATING OPEN	2,273
521	TREE MAINTENANCE	1,441
		567,613

Adopted by the Coon Rapids City Council this 1st day of April, 2014.

	Tim Howe, Mayor	
ATTEST:		
Cathy Sorensen, City Clerk		



City Council Regular 20.

**Meeting Date:** 04/01/2014

**Subject:** Year End Budget Appropriations

**Submitted For:** Kevin Vouk, Manager of Accounting/Treasurer **From:** Dianne Nelson, Advanced Accounting Technician

#### INTRODUCTION

Final 2013 General Fund budget reappropriations and carry-forwards from 2013 to 2014 are recommended.

#### **DISCUSSION**

Resolution 14-44 is attached for your consideration and includes the following items:

#### Reallocation of appropriations in the 2013 General Fund budget

After all transactions are completed each year, the General Fund budget is compared to year-to-date expenditures to ensure that each activity does not exceed budgeted amounts. Net adjustments equal to zero are being recommended. Budget reappropriations require a simple majority vote (4 members).

#### Carryforward of items from the 2013 to 2014 budget

The following carry-forwards were budgeted in 2013 but were not received or completed as of December 31, 2013.

#### General Fund

Activity 223 – Fire Suppression: \$4,397 - pagers and batteries

Activity 421 – Building Inspection: \$3,570 - building code books

Activity 503 – Streetlight & Traffic Signal Maint: \$53,687 - signal painting on Main Street in Riverdale area

Activity 507 - Public Building Maintenance: \$4,179 - card reader security locks at vehicle maintenance

#### Other Funds

Activity 601 – Water Fund: \$24,088 - replace 4 mag meters (pumps #1, #3, #4, #5)

Activity 601 – Water Fund: \$52,480 - replace filter effluent flow control valves at treatment plants

Activity 601 – Water Fund: \$382,613 - rehabilitation of wells 19, 20, 22, 23 & west booster pump

Activity 620 – Sewer Fund: \$311,007 - lift station #8 replacement

Activity 620 – Sewer Fund: \$779,664 - sanitary sewer main lining

#### **RECOMMENDATION**

Staff recommends adoption of Resolution 14-44 Reallocating the 2013 General Fund Budget and Amending the 2013 and 2014 Budgets.

#### **Attachments**

#### Res 14-44

#### **RESOLUTION 14-44**

## RESOLUTION REALLOCATING THE 2013 GENERAL FUND BUDGET AND AMENDING THE 2013 AND 2014 BUDGETS

- **WHEREAS**, Section 1-700 of the City Charter provides for adoption of an annual budget, and the subsequent re-appropriation of unencumbered balances for other purposes; and
- **WHEREAS**, the City of Coon Rapids budget provides appropriations in a program format by activity; and
- **WHEREAS**, the actual charges of personal hours and other expenses differs somewhat from budgetary estimates made over one year ago; and
- WHEREAS, some 2013 budgeted items and services were not purchased in 2013.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Coon Rapids hereby authorizes the re-appropriation of 2013 funds and amends the 2013 and 2014 budgets to include re-appropriation of 2013 budgeted funds to fiscal year 2014 as follows:

## 2013 BUDGET ADJUSTMENTS (Reductions are indicated in parentheses.)

			OTHER CHARGES				
A	ACT	PERSONAL	&		CAPITAL	OTHER DIS-	
	# DESCRIPTION	SERVICES	SERVICES	SUPPLIES	OUTLAY	BURSEMENTS	TOTAL
1	101 Legislative Control		1,900	(1,300)			600
1	102 Board & Commissions		(300)	(300)			(600)
1	104 Elections & Voter Registration	(2,100)	(4,500)				(6,600)
1:	Maintenance of Official Records	2,100	800	(500)			2,400
1	122 Information		4,000	200			4,200
1	Management	(1,700)	(6,800)				(8,500)
1	124 Licensing		2,800				2,800
1	141 Human Resources	600	(100)	100			600
1	142 Fiscal Planning	1,600	(100)	100			1,600
1	143 Information Technology	1,100	(100)	100			1,100
1	147 Property Appraisal		200	(200)			0
1	148 Purchasing	(100)					(100)
1	149 Payroll	(1,500)					(1,500)
2	202 Investigation/Non-Traffic		(300)	300			0
2	203 Preventative Patrol/Traffic	(12,000)	1,900	(1,900)			(12,000)
2	204 Accident Reduction Project	1,100					1,100
2	205 Animal Control	600					600
2	206 Community Education	22,500					22,500
2	207 Drug Enforcement & Education	(12,200)					(12,200)
2	221 Fire Prevention		(1,800)				(1,800)
2	222 Fire Training		(200)	100			(100)
2	223 Fire Suppression		5,100	3,900			9,000
2	Rescue and First Aid			(2,000)	(4,30	00)	(6,300)
2	225 Fire Investigation		(800)				(800)
3	Riverwind Recreational Center			100			100
3	305 Community Schools		3,300				3,300
3	Contract Grants		700				700
3	Multi-Purpose Senior Center			(100)			(100)

OTHER CHARGES

ACT		PERSONAL	&		CAPITAL	OTHER DIS-	
#	DESCRIPTION	SERVICES	SERVICES	SUPPLIES	OUTLAY	BURSEMENTS	TOTAL
401	Planning	2,100	700	(700)			2,100
421	Building Inspection	(2,100)	(1,500)	(1,900)			(5,500)
500	Snow Removal			13,300			13,300
501	Street Maintenance		300	(1,000)			(700)
503	Streetlight Maintenance		(29,000)				(29,000)
506	Garage/Vehicle Maintenance		2,200	2,300		17,500	22,000
507	Public Building Maintenance		(6,900)	(1,200)	(2,800	))	(10,900)
508	GIS	1,000	(10,000)				(9,000)
509	Engineering Maintenance	(12,400)	11,400				(1,000)
510	Park Maintenance		12,500	16,100			28,600
511	Sidewalk Maintenance		(5,700)	(5,700)			(11,400)
515	Indoor Skating		4,900	11,100	(9,700	1,100	7,400
516	Outdoor Skating/Open		(1,900)	400			(1,500)
521	Tree Maintenance	500	(1,100)	(3,800)			(4,400)
	Total	(10,900)	(18,400)	27,500	(16,800	18,600	0
		=======	=======	=======	========	=========	=======

### 2013/2014 Budget Amendment

Re-appropriation of the following funds from the 2013 Budget to the 2014 Budget:

General	Fund
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Activity 223 – Fire Suppression	\$4,397 - Pagers and batteries
Activity 421 – Building Inspection	\$3,570 - Building code books
Activity 503 – Streetlight & Traffic Light	\$53,687 - Signal painting on Main Street in
Maintenance	Riverdale Area
Activity 507 – Public Building Maintenance	\$4,179 - Card reader security locks at
	Vehicle maintenance
	<u>\$65,833</u>
Other Funds	
Activity 601 – Water Fund	\$24,088 - Replace 4 mag meters (pumps #1,#3,#4,#5)
Activity 601 – Water Fund	\$52,480 - Replace filter effluent flow control valves
Activity 601 – Water Fund	\$382,613 - Rehabilitation of wells 19,20,22,23 &
	West booster pumps
Activity 620 – Sewer Fund	\$311,007 - Lift station #8 replacement
Activity 620 – Sewer Fund	<u>\$779,664</u> - Sanitary sewer main lining
( <u> </u>	<u>\$1,549,852</u>

Adopted by the Coon Rapids City Council this 1st day of April, 2014.

ATTEST:	Tim Howe, Mayor	
Cathy Sorensen, City Clerk		



City Council Regular 21.

**Meeting Date:** 04/01/2014

**Subject:** Transfer of Funds

From: Kevin Vouk, Manager of

Accounting/Treasurer

#### **INTRODUCTION**

The 2013 and 2014 budget documents include a number of transfers of funds that affect 2013. Resolution 14-45 requesting these transfers follows this memo.

#### **DISCUSSION**

The transfers which affect 2013 are as follows:

*General Fund to the Retirement Insurance Fund--\$441,000.* This is a budgeted transfer, which when combined with other revenues and fund balance in the Retirement Insurance Fund, will fund the actuarial requirement for health insurance benefits for qualified retired police and firefighters.

*General Fund to the Facilities Construction Fund--\$250,000.* City policy is to maintain an unassigned fund balance in the General Fund of at least 45% of the following year expenditures and transfers. Based on 2013 financial results and 2014 budgeted amounts, sufficient funds are available for this transfer while adhering to the fund balance policy.

*Coon Rapids MAF Program Fund to the Housing Program Fund--\$800,000.* This is a transfer of funding previously approved by the City Council for the Home for Generations II loan program (\$500,000) and for a housing loan program to be determined (\$300,000).

**Lodging Tax Fund to the General Fund--\$11,374.** The 3% lodging tax collected by hotels and motels in the City is recorded in the Lodging Tax Fund. The City remits 95% of the payments received to Minnesota Metro North Tourism and retains 5% which is transferred to the General Fund to defray administrative expenses.

Senior Activity Fund to the General Fund--\$15,380. This transfer is from earnings on trips accounted for in the Senior Citizen Activity Fund and covers related administrative costs in the General Fund.

Equipment Certificate Debt Service Fund to the Equipment Certificate Capital Projects Fund--\$230,147. Available funds in the Debt Service Fund cover a portion of the cost of Fire Engine Number 2 in the Capital Projects Fund instead of issuing equipment certificates in 2012.

**Revolving Construction Fund to the Street Reconstruction Fund--\$269,646.** Prior year investment income of \$194,646 in the Revolving Construction Fund contributes to the sealcoating program costs and, beginning in 2013, the remaining revenue over expenditures (\$75,000 based on an average) is used to fund part of the city's portion of street reconstruction costs in the Street Reconstruction Fund.

**Park Improvement Fund to the General Fund--\$36,139.** The election costs for the park bond referendum were accounted for in the General Fund. This transfer reimburses the General Fund for those costs.

HRA Capital Projects Fund to the HRA Debt Service Fund--\$244,619. This transfers tax increment to pay debt service on tax increment bonds.

*Insurance Reserve Fund to the General Fund--\$10,000.* Operating income in the Insurance Reserve Fund is used to subsidize insurance costs in the General Fund. Beginning in 2013 this funding is done through a transfer rather than as an adjustment to the rates.

*Insurance Reserve Fund to the Retirement Insurance Fund--\$71,276.* Prior year investment income in the Insurance Reserve Fund contributes toward the funding of the actuarial liability of other post employment benefits.

Various transfers as follows are needed so the funding or expenditures from certain construction projects or other items are in the proper fund:

2008 Improvement Bonds Fund to the Special Assessment Bonds Fund--\$57,731

2013A Improvement Bonds Fund to the 2013A Bonded Projects Fund--\$113,920

2013A Improvement Bonds Fund to the Revolving Construction Fund--\$22,050

2013B Improvement Bonds Fund to the 2013B Bonded Projects Fund--\$428,276

Revolving Construction Fund to the 2013A Improvement Bonds Fund--\$194,670

2013A Bonded Projects Fund to the 2013A Improvement Bonds Fund--\$188,273

#### Various transfers as follows are needed to close funds which are no longer needed:

2002 Improvement Bonds Fund to the Special Assessment Bonds Fund--\$44,079

2008 Bonded Projects Fund to the 2013B Bonded Projects Fund--\$101,654

2013A Bonded Projects Fund to the 2013B Bonded Projects Fund--\$142,933

Hanson Boulevard Area Fund to the Revolving Construction Fund--\$3,630

*Various funds to the Compensated Absences Fund--\$237,195.* Compensated absences (unused sick/vacation balances) for the non-enterprise funds are accounted for in the Compensated Absences Fund. To fully fund the liability of \$2,358,645 in this fund as of December 31, 2013, the following transfers are needed to cover the 2013 change in each fund's liability: \$233,544 from the General Fund, \$479 from the Public Communications Fund, and \$3,172 from the HRA Capital Projects Fund.

#### **RECOMMENDATION**

Res 14-45

Staff recommends the adoption of Resolution 14-45 Authorizing the Transfer of Funds.

## <u>Attachments</u>

#### **RESOLUTION 14-45**

#### RESOLUTION AUTHORIZING TRANSFER OF FUNDS

WHEREAS, the 2013 and 2014 budgets include 2013 transfers between various funds; and

WHEREAS, funds are available to complete the transfers.

**NOW, THEREFORE, BE IT RESOLVED** to authorize the following 2013 transfers as indicated:

<u>Transfers from</u>	<u>Transfers to</u>	<u>Amount</u>
General Fund	Retirement Insurance Reserve Fund	\$441,000
General Fund	Facilities Construction Fund	250,000
Coon Rapids MAF Program Fund	Housing Program Fund	800,000
Lodging Tax Fund	General Fund	11,374
Senior Activity Fund	General Fund	15,380
Equipment Certificate Debt Service	<b>Equipment Certificate Capital Projects</b>	230,147
Revolving Construction Fund	Street Reconstruction Fund	269,646
Park Improvement Fund	General Fund	36,139
HRA Capital Projects Fund	HRA Debt Service Fund	244,619
Insurance Reserve Fund	General Fund	10,000
Insurance Reserve Fund	Retirement Insurance Fund	71,276
2008 Improvement Bonds Fund	Special Assessment Bonds Fund	57,731
2013A Improvement Bonds Fund	2013A Bonded Projects Fund	113,920
2013A Improvement Bonds Fund	Revolving Construction Fund	22,050
2013B Improvement Bonds Fund	2013B Bonded Projects Fund	428,276
Revolving Construction Fund	2013A Improvement Bonds Fund	194,670
2013A Bonded Projects Fund	2013A Improvement Bonds Fund	188,273
2002 Improvement Bonds Fund	Special Assessment Bonds Fund	44,079
2008 Bonded Projects fund	2013B Bonded Projects Fund	101,654
2013A Bonded Projects Fund	2013B Bonded Projects Fund	142,933
Hanson Boulevard Area Fund	Revolving Construction Fund	3,630
General Fund	Compensated Absences Fund	233,544
Public Communications Fund	Compensated Absences Fund	479
HRA Capital Projects Fund	Compensated Absences Fund	3,172

Adopted by the Coon Rapids City Council this 1st day of April, 2014.

	Tim Howe, Mayor	
ATTEST:		

Cathy Sorensen, City Clerk